

## Town of Adams Massachusetts 01220-2087

### BOARD OF SELECTMEN

TOWN HALL BUILDING  
8 PARK STREET

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TOWN CLERK  
ADAMS MASS.

Wednesday, August 5, 2020, 7:00 p.m.  
Meeting Minutes

**CALL TO ORDER:** On the above date the Board of Selectmen held a meeting on the first floor of Adams Town Hall. The meeting was called to order at 7:00 p.m. by Board of Selectmen Chairman Hoyt. Present were Vice Chairman Bush, Members Duval, Blanchard and Nowak. Present in the room were Town Administrator Green, Chief Bacon. On the call were: Town Counsel St. John III and Town Clerk Meczywor.

*Chairman Hoyt* advised that "pursuant to Governor Baker's March 12, 2020 *Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18*, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of Adams Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A recording of this meeting is available for anyone who wishes. Rule of 10 in place according to Code Enforcement for the size of the room in accordance with the Governor's order and NBCTC will post a link soon after the meeting.

*The Pledge of Allegiance was recited.*

**APPROVAL OF MINUTES:** The minutes for the July 8, 2020 and July 15, 2020 meetings were submitted for approval. *Motion made by Vice Chairman Bush to waive reading and approve amended minutes to include that Member Duval was present for July 8, 2020, second by Member Blanchard. Vote: unanimous. Motion passed. Motion made by Member Blanchard to waive reading and approve the minutes for July 15, 2020 as submitted, second by Vice Chairman Bush. Vote: unanimous. Motion passed.*

**PUBLIC COMMENT:** *There was no public comment made.*

**Call-In Zoom Information:** <https://zoom.us/j/92325360521?pwd=bThkQktFVlg1MlQxbHRXT1h6UjNtdz09>  
Meeting ID: 923 2536 0521; Password: BOS0805

**Dial In:** 1 (929) 436-2866; Meeting ID: 923 2536 0521; Password: 1920711

### NEW BUSINESS

**Ratification of Financial Assistant II, Christina Satko:** *Chairman Hoyt* read aloud the letters from the Town Administrator and Treasurer/Collector Rice recommending ratification of the appointment of Christina Satko to the Financial Assistant II position for the Treasurer/Collector's Office. *Town Administrator Green* advised he did a business assessment and determined the position as an integral position at 19 hours per week with no benefits with the potential for 35 hours with benefits, which is anticipated in August. *Motion made by Member Nowak to ratify the appointment of Christina Satko to the Financial Assistant II position for the Treasurer/Collector's Office beginning August 17, 2020 at the Grade 6, Step 3 rate of \$19.06 per hour upon completion of any hiring requirements, second by Member Blanchard. Vote: unanimous. Motion passed.*

**Town Services available online:** *Chairman Hoyt* explained that the Town Administrator Green reviewed the services currently available and what can be offered in the future. He asked department heads for their input and advised that there is an online ability for DPW to take feedback for problems. Trench permits and other things must be done in person and requests can be done electronically. Town Clerk vital records are available online and services can be met by appointment, phone or mail. There were no issues with the last election where most people voted in person. Veterans Services is operating normally with the building closed utilizing email, mail, and fax to exchange documents and Boston has a robust online system. The Town Administrator and Board of Selectmen office is using the Drop Box, mail, email and phone and has had no issues. Larger issues with developers and the Roadmap to Ribbon Cutting require making an appointment and meeting with people accordingly. Council on Aging staff was reported to have done a tremendous job balancing public health and services. They meet by appointment, screen calls, limit attendance and offer sessions multiple times. It was explained that the tent was taken down for safety during the tropical storm and it will go back up. They are also utilizing a Drop Box outside and have a doorbell system. The Assessors' Office is working through the internet, using the Drop Box, phone and email to provide services and looking into what else can be done online. The Treasurer fees may be paid online, and some fees are waived. Transfer Station and permit fee forms are available online and constituents may mail in payments for the office to send out stickers and tags. It was pointed out that statewide the majority of town offices are closed. Inspectional Services, both Building and Board of Health services do permits online through and inspectors go out by appointment. *Town Clerk Meczywor* reported that everything has been going well with the building closed and the office accommodates people by meeting them at the front door with masks. She noted that the Registry of Motor Vehicles was closed until now and there have been heavy requests now that they are open. She noted that for people with no printers the Office writes out what they need and will accommodate them. *Member Duval* indicated there may be an issue with the real estate tax fees and formula causing an error that needs to be looked at. He pointed out that there is no indication online that the fee is waived. It was explained that as the Town is requiring constituents to use the online system and cannot make them pay the extra transaction fee. It was outlined that Covid-19 related expenses are reimbursable through the Cares Act to address extra expenses. There were some budgetary concerns for extra needs due to Covid-19 and some positions were authorized to come back due to necessity on a case by case business need only. Department Heads must demonstrate the need to bring back support staff. *Interim Chief Bacon* reported that the Police Department has two different websites, one for the Town and a Police Department website. He noted that the services are outdated and some are no longer valid. This needs to be fixed and the Police Department is open 24 hours a day and people come in to get services they need.

**Review and approval of revised tag sale permit application:** *Chairman Hoyt* reviewed that on July 15<sup>th</sup> the Board talked about tag sales. There were questions about the permit application and a suggestion was made to add language into the application about signage and to provide clarification on where people can post them. Rules and regulations can be put on the application and suggestions were given by Board Members to add language, hours of operation from 8:00 a.m. to 4:00 p.m., for no more than four consecutive days or more than twice per year. Healthy and safety parameters were reviewed. Utility poles were clarified to include light poles and a recommendation was made for the Board to review the fees. It was discussed that the enforcement of the regulations will require inspectional services time and most tag sales happen on weekends. Concern was expressed about businesses in town with yearly advertisements using tape on poles. A request was made to add a revision date to the form on the bottom. The form will be updated and the permit fees reviewed at the next meeting. It was noted that a look at penalties for signage outside tag sales would be done and could fall under signage on a public way regulated by zoning. It was explained that the Banners for Fallen Heroes would have been required to pay a rental fee for banners put up on a Verizon pole.

**Review and approval of Community Development Director Job description:** *Chairman Hoyt* advised that there will be changes in the department within the calendar and fiscal year. Modifications were made to the job description as it has not been updated since 2004. *Town Administrator Green* reported that this is a comprehensive job description to cover what Director Cesan has been doing and shows how important that position is to the Town of Adams. He noted that the Town could split out a position of Economic Development

Director and is a potential function of the job for now. A review was made of the items that were added to the job description and it was explained that there are areas that would fall under DPW and Engineering but the Town structure is not set up to do them so the duties are included in this job description for now. ***Motion made by Member Duval to approve the Community Development Director job description as submitted, second by Vice Chairman Bush. Vote: unanimous. Motion passed.***

**Review and approval of Emergency Management Director Job description:** *Town Administrator Green* explained that this is a new job description. Basic framework was supplemented with wording to represent coordinating and collaborating, training, planning and managing plans, grant writing and managing funds. He gave an example of the regional emergency management center getting a grant. It was noted that assets become available when needs are critical and he emphasized that the shared services model is important. This job description is able to have a person with the proper disposition and work ethic to tie into other communities. The Regional Emergency Management Committee for the pandemic and other emergency services would work with a Regional Emergency Operations Center rather than one in Adams to eliminate duplicating efforts. He noted that this is the intent of the position going forward and would utilize a model that has been in place since September 11<sup>th</sup>. It was noted that this position receives a stipend, although it would be desired to hire someone fulltime. He explained that Emergency Management Director and Forest Warden Kleiner is in touch with him regularly. *Member Duval* praised the writeup of the job description. He advised that he is a supporter of shared services but is in favor of strong leadership. He explained that the Personnel Sub-Committee outlined in their discussion about emergencies in this community support for having someone that is in Adams and makes decisions with the Town Administrator within minutes for whatever emergency arises. He expressed there is more weight with recent situations that happened in our community. He pointed out that he supports this individual being accessible to handle any public disaster in the community and to make decisions with the Police Department, Fire Department, Forest Wardens and other agencies. *Chairman Hoyt* noted that the term “shared services” is not listed in the job description but it covers coordination and planning and it is an option for when the time comes. She stated she would make it clear that it is not listed in there and the duties are specifically for what is expected in the Town of Adams. *Town Administrator Green* advised that the position would be reporting to him and providing the function of the Town of Adams. *Member Blanchard* requested an addition of the wording “in event of an emergency the primary focus is in Adams”. *Vice Chairman Bush* echoed an agreement, detailed a microburst incident and pointed out that as a Town it was managed very well. *Town Administrator Green* reviewed language that stated the position coordinates town response with NIMS and explained that the person has to physically be there. He explained that the position establishes and maintains a local emergency station and shelter and that it is not a shared services position. He pointed out it is based in Adams but shares resources and plans with other communities which is the distinction. Concern was expressed that someone in this line of work is involved with many different groups and it is important to make sure that someone is in Adams taking care of it. A scenario was given to illustrate how this position would share resources and network to identify resources. It was explained that recent ICS training showed there must be one go-to person, which is somewhat stated in the job description but needs to be made clear. A request was made to review the language, revise it and bring it back to the Board.

**Appointment of Fence Viewers, Andrew Goyette and Timothy Ziemba:** *Chairman Hoyt* reviewed how the appointment came to be under Board of Selectmen Annual Appointments. She noted it was posted and there were applications for the position. The interested parties were explained as both living in Adams and she gave brief backgrounds of the applicants. Town Counsel St. John III reviewed Fence Viewer responsibilities as the history of preventing cattle from wandering from one property to another and settling differences between neighbors. It was noted that another application was just received and will be brought forth at another meeting. ***Motion made by Member Blanchard to appoint Timothy Ziemba and Andrew Goyette to the position of Fence Viewers for the Town of Adams, second by Vice Chairman Bush. Vote: unanimous. Motion passed.***

**Appointment of Measurer of Wood and Bark, Bruce Shepley:** *Chairman Hoyt* reviewed that in June 2019 Town Meeting authorized the Board of Selectmen to appoint a Measurer of Wood and Bark. Town Counsel St. John III reviewed the duties of the position of Measurer of Wood and Bark as an old position of the

Commonwealth that determines volume and measurement of product with the State Director of Standards. Chairman Hoyt reviewed Mr. Shepley's background, attributes and membership on other boards, and services provided to the Town. ***Motion made by Vice Chairman Bush to appoint Bruce Shepley to the position of Measurer of Wood and Bark, second by Member Blanchard. Vote: unanimous. Motion passed.***

**Annual Town Election Worker Appointments:** *Chairman Hoyt* read aloud the letter provided by Town Clerk Meczywor requesting the annual Town Election Worker appointments for three elections. *Town Clerk Meczywor* explained this will be effective September 1<sup>st</sup> for a period of one year. She also requested that the Town Clerk be authorized to make emergency Election Worker appointments. She gave a brief review on the Mail-In Ballots, and the importance of having seasoned Election Workers. She advised that Saturday, August 22<sup>nd</sup> early voting begins and goes until September. ***Motion made by Member Blanchard to appoint the Town Election Workers as provided, second by Vice Chairman Bush. Vote: unanimous. Motion made by Member Blanchard to authorize the Town Clerk to make emergency Election Worker appointments, second by Vice Chairman Bush. Vote: unanimous. Motion passed.***

## **DEPARTMENT REPORTS**

**Town Administrator:** *Town Administrator Green* advised that he was accepted into the MMA Municipal Finance seminar for 2020 every Friday through December. He reported that DPW Director Tober has a Transfer Station camera installed presently and two more are coming soon. He advised that he and Interim Chief Bacon will be performing Police Officer interviews. He reviewed how the Town handled Tropical Storm Isais, and had a meeting with the Emergency Management team Monday afternoon. He noted they established communication channels and the Regional Emergency Operations Center (REOC) was open. He reported the DPW came in for two hours to clear trees and branches and there were no other issues. He reported that Mass Broadband went out and was restored this afternoon, and thanked residents that cleared out storm drains. He stated that the Fiscal Year numbers from the state came through and he is honing in on State Aid numbers. He explained that the State indicated they are holding State Aid allocations for the cherry sheet at the Fiscal Year 2020 numbers and the Town has a solid figure to budget and plan for. He pointed out that it may be an \$80,000 reduction on the budget and the Town Accountant and he will meet to work on hopefully keeping it from impacting the labor force. He stated there is a need to look at auditing and accounting and the School Districts now have the numbers. He advised he anticipates the timing of Town Meeting in September and will go to the outdoor model due to gathering restrictions. He outlined that warrant articles will include 40R, and zoning changes because there is interest in development in Adams. *Chairman Hoyt* advised the Board will have to approve the 1/12 budget for the month of September. It was explained that in the next steps the Board of Selectmen would meet by themselves and the Finance Committee would also meet by themselves. It was noted that both have to work with the Department of Revenue.

**Town Counsel:** *Town Counsel St. John III* reported he reviewed and commented on a public record request, he responded to and provided a response to a request for advice concerning the process used for a dangerous dog hearing, and he responded to a citizen's request for access to the recording of the Board of Health hearings. He attended a meeting between several private citizens and staff, he attended a meeting with staff and researched several legal questions that arose from that meeting. He responded to a request for advice from the Code Enforcement Officer and attended and participated in today's Board of Health meeting. He noted a password problem and people could not connect so the meeting was extended for two weeks until August 19<sup>th</sup>. *Chairman Hoyt* advised that the dangerous dog hearing is scheduled for Tuesday, August 11<sup>th</sup> at 6:00 p.m. She noted that notification was sent and materials are being put together.

**SUBCOMMITTEE AND LIAISON REPORTS:** *Vice Chairman Bush* reported that there is a meeting tomorrow with Mike Canales and Linda Cernik regarding CHARM and laying out guidelines. It was explained that Ms. Cernik sent a new contract and it will be reviewed at a televised meeting. *Member Blanchard* reported that a Public Safety Sub-Committee meeting took place and they reviewed the Emergency Management Director job description. *Member Nowak* reported that two weeks ago he took a tour of the Water District with the Water District Superintendent and reviewed how the water system works. He explained that they looked at



the aquifers and noted that leak detectors indicated that approximately ¼ of the water is leaking which shows the status of the infrastructure. He pointed out that water comes out by the Grove Street Bridge and onto the main thoroughfare which is being redone. He expressed concern about compaction and if something goes wrong the town will be without water. He explained that the infrastructure has been neglected and losing that much water is concerning. He noted that the pumping stations are all up to code, and some things need to be taken care of. He noted that there are eight pumping stations and the more there are the more can break down. He reported that the Adams Suffrage Centennial Celebration Committee (ASCCC) is dedicating the Susan B. Anthony Statue and they have to limit people in attendance to twenty. He asked the Board for invitation guidance, such as legislative officials. *Town Administrator Green* reported that the Town is not having any event take place until the construction is done as there are open trenches. It was explained that the Town can't owe him \$20,000 and make the sculptor hold it. *Ed St. John III* advised the ASCCC is not sure when statue will be ready and discussion needs to take place on storage and coordination when the town is ready.

**ANNOUNCEMENTS AND GOOD OF THE ORDER:** *Member Nowak* explained to the public that he was given Cease and Desist Order from the Conservation Commission for work done in the brook to bring back the ecosystem that has been lost. He expressed that the Miller Brook is a big part of his life and that the river cannot even be seen because of the invasive Japanese Knotweed. He apologized to the Board of Selectmen and citizens and stated that his intentions were good. He encouraged citizens to support a healthy ecology of the waterways and explained the plant structure of the Japanese Knotweed. He noted his desire to see the river come back with fish and crayfish. He advised that the Conservation Commission did the right thing. *Chairman Hoyt* explained that the next meeting will be on August 11<sup>th</sup> at 6:00 p.m. and there will be no meeting on August 12<sup>th</sup>. *Member Nowak* inquired about when the Town Administrator's evaluation will be performed by the Board. It was explained that Chairman Hoyt is taking a look at other models and reviewing the goals set last July. She advised she hopes to have it ready to go forward in the month of August.

#### EXECUTIVE SESSION

*#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;*

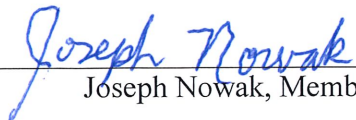
- *Local #204, STATE COUNCIL #93, American Federation of State, County and Municipal Employees, AFL-CIO (Clerical Unit)*

*At 8:38 p.m. Motion Made by Member Nowak to enter into Executive Session for Reason #3 as read aloud, second by Member Blanchard. Roll Call Vote: Chairman Hoyt, Vice Chairman Bush, Members Duval, Blanchard and Nowak. Motion passed.*

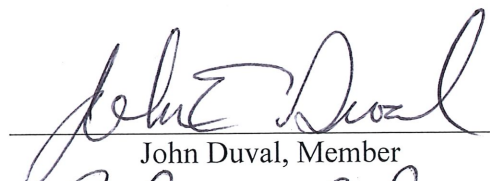
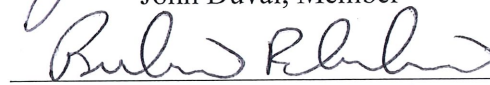
*At 8:53 p.m. Motion Made by Member Blanchard to exit Executive Session, second by Member Bush. Roll Call Vote: Chairman Hoyt, Vice Chairman Bush, Members Duval, Blanchard and Nowak. Motion passed.*


**ADJOURNMENT:** *Motion made by Member Blanchard to adjourn the meeting, second by Vice Chairman Bush. Vote: unanimous. Motion passed. Meeting adjourned at 8:54 pm*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
Joseph Nowak, Member

James Bush, Vice Chairman

  
John Duval, Member  
  
Richard Blanchard, Member

  
Christine Hoyt, Chairman