

BOARD OF SELECTMEN

TOWN HALL BUILDING  
8 PARK STREET

Wednesday, November 3, 2021, 7:00 p.m.

BOARD OF SELECTMEN  
MEETING MINUTES

**CALL TO ORDER:** On the above date the Board of Selectmen held a meeting at the Town Hall Board of Selectmen Room. The meeting was called to order at 7:00 p.m. by Chairman Duval. Present from the Board of Selectmen were Vice Chair Hoyt, Members Blanchard, Nowak and Rosenberg. Also present were Town Administrator Green, Town Counsel St. John III, Nick DeRose of National Grid, Community Development Director Coughlin, Isaiah Moore, Town Clerk Meczywor, Edward Saharczewski, Interim Council on Aging Director Proper, Administrative Assistant Dunlap, Brian Rhodes from iBerkshires, and Dan Jin from Berkshire Eagle, and Peter Gentile from NBCTC.

*The Pledge of Allegiance was recited.*

**APPROVAL OF MINUTES:** The minutes for the *October 6, 2021 and October 20, 2021 Workshops* were submitted for approval. *Motion made by Member Blanchard to waive reading and approve the minutes for the October 6, 2021 and October 20, 2021 Meetings as submitted, second by Vice Chair Hoyt. Vote: unanimous. Motion passed.*

**PUBLIC COMMENT:** *Town Clerk Meczywor* announced Holiday Home Decorating Contest sign ups run from Monday, November 22<sup>nd</sup> to Friday, December 3<sup>rd</sup>. Judging takes place December 10<sup>th</sup> and 11<sup>th</sup> from 5:00 p.m. to 8:00 p.m. and winner will be announced on December 15<sup>th</sup>. There is no fee to enter, just decorate the front of your home. A map will be created and available online prior to judging. First, Second and Third Prizes for Adams Hometown Market are \$75, \$50 and \$25.

**NEW BUSINESS**

**Ratification of Community Development Administrative Assistant, Isaiah Moore.** *Chairman Duval* read aloud the letter from Town Administrator Green recommending ratification of Mr. Moore. *Community Development Director Coughlin* advised this position has been vacant for some time, and he interviewed three candidates. He noted that Mr. Moore interviewed exceptionally well and he was excited to have him on board. *Town Administrator Green* added that Mr. Moore's understanding of the role of the municipality in the community was clear and he will guide businesses through the process. *Motion made by Vice Chair Hoyt to ratify the appointment of Isaiah Moore to the Community Development Financial and Administrative Assistant position beginning on or about November 8, 2021 at the Grade 6, Step 4 rate of \$20.32 per hour, second by Member Blanchard. Vote: unanimous. Motion passed.*

**PUBLIC HEARING**

**National Grid Petitions to Install Three (3) Poles on Gould Road, and to Install Fourteen (14) Poles on Thiel Road, 7:10 p.m.**

*Motion made by Member Blanchard to enter into Public Hearing, second by Vice Chair Hoyt. Vote: unanimous. Motion passed.* *Town Administrator Green* noted this is at the request of the Town of Adams for the Greylock Glen. *Nick DeRose of National Grid*, confirmed this request is for installing infrastructure of 17 poles with anchors which will serve the Outdoor Center and the entire project with above ground service as underground service has a steep cost. Jersey barriers on Thiel Road need to be moved for the work to be done.

It was clarified that installation of utility poles is exempt from Conservation Commission regulations. There were no comments made from the public. ***Motion made by Member Blanchard to exit public hearing, second by Vice Chair Hoyt. Roll Call Vote: unanimous. Motion passed.*** It was explained that staffing could be an issue and it may not be able to be done until Spring. ***Motion made by Member Blanchard to approve the Petition of National Grid for the installation of three poles on Gould Road, and installation of fourteen poles on Thiel Road as presented, second by Vice Chair Hoyt. Vote: unanimous. Motion passed.***

**Approval of Dog License Fees for 2022:** *Town Clerk Meczywor* advised it is time to set the annual fees before the new licensing period and she wished to keep the fees the same for the period of April 1, 2022 to March 1, 2023. She advised she would send it out in the census. Approximately six years ago these fees were set and are still consistent with neighboring communities. The goal is to get dogs licensed so they are up to date on rabies shots and prior to the pandemic her office worked diligently to license as many dogs as possible. She reported her office typically brings in \$9,400 and for licenses \$450 so it brings in revenue which goes into the General Fund. There are usually between 1,200 and 1,300 dogs in town. ***Motion made by Vice Chair Hoyt to approve the Dog License Fees for 2022 as presented by the Town Clerk, second by Member Blanchard. Vote: unanimous. Motion passed.***

**Facility Use Request, Town Roads:** Turkey Trot on North Summer Street, Lime Street, and the Industrial Park, November 25, 2021 from 9:00 a.m. to 11:00 a.m. *Mr. Saharczewski* advised this is the first route that was used, and registration will be at the Pizza House. He noted the expectation of having around 200 people. ***Motion made by Vice Chair Hoyt to approve the use of North Summer Street, Lime Street and Industrial Park for the Turkey Trot on November 25, 2021 from 9:00 a.m. to 11:00 a.m., second by Member Rosenberg. Vote: unanimous. Motion passed.***

**Reserve Fund Transfer Request for Town Hall Elevator Repairs, \$30,000.** *Chairman Duval* read aloud the letter from Town Administrator Green requesting the Reserve Fund Transfer of \$33,000. *Town Administrator Green* advised the Reserve Fund is currently at \$158,000 after \$17,000 was utilized for the Forest Wardens for an ATV. If this is approved \$125,000 would be left. He gave basic parameters on the work, which is dangerous, expensive and necessary. A brief explanation was given about how the water is getting into the elevator shaft. It was unclear if this was a fault in the construction process when the elevator shaft was put in, or if it is age. Cracks are going down the foundation and settling in around the elevator pit and would be remediated by a masonry contractor that specializes in water in the elevator pit. Costs were broken down and it was pointed out this is not just water remediation, but the concrete apron is pitched the wrong way and water seepage comes in there too. The DPW looked at it and will probably be able to fix the concrete apron. The length of time the Town has been aware of it was discussed. *Member Nowak* noted the Town must take care of these things as they come up or they will be more expensive, and the information was provided and discussed thoroughly at a recent workshop. *Member Rosenberg* expressed there is a need for a facilities management plan, and to get ahead problems with preventative maintenance by budgeting accordingly to save in repair costs. Otis Elevator is the only elevator company left, and the history of changing contracts from Baystate Elevator to Otis Elevator was explained. It was noted that Town insurance cannot do anything for this issue, and the state regulated observer fee has gone up. ***Motion made by Member Blanchard to approve the request to go forward with a Reserve Fund Transfer for Town Hall Elevator Repairs in the amount of \$33,000, second by Vice Chair Hoyt. Vote: unanimous. Motion passed.***

**Ratify Contract for Excavator Purchase:** *Town Administrator Green* explained the Chapter 90 program and Adams, on average, is awarded \$270,000 to maintain roads. He explained that staff would like to try spreading costs over a five-year period to maintain a healthy balance in the Chapter 90 account to be able to purchase another piece of equipment or get road maintenance. Currently there is just under \$500,000 in the Chapter 90 fund. It was clarified that the Chapter 90 fund would pay the interest, and it would be through Volvo. It was noted this information was discussed at length at a recent workshop. *Member Nowak* asked to see is where money is going, what vehicles that are purchased cost and to keep track of them. He pointed out that Volvo is one of the best pieces of equipment. The difference between gas and diesel combustion was outlined and Town Mechanics are able to work on them. A sixty-month warranty on the machine is being purchased, as well.

Chief Mechanic Schaffrick tracks maintenance on all vehicles, and the current maintenance process was detailed. The features of the vehicle were reviewed. It was explained that the piece of equipment that this is replacing is over fifteen years old and old unit not safe for the road. It was noted that normally Chapter 90 purchases are not approved by the Board of Selectmen but because this plan exceeds three years it requires the Board's approval. It was pointed out that this is not the first piece of equipment the Town has financed for five years before. The Town stores a few pieces of equipment for the Water District and has a working relationship with them for use of equipment needed but the DPW has more robust equipment. The delay in being able to get equipment was noted and if this unit is not purchased a unit would not be able to be gotten for at least six months. DPW Operations Supervisor Cota took time to research what would be best for the town, and this excavator is what was chosen with the shortest wait. It is being procured off the state bid list and meets procurement requirements. *Chairman Duval* advised the Board understands that the roads in the community need maintenance and work and has been working on Crotteau Street and the Route 8 Commercial Street projects. He reviewed that at the last workshop there was a discussion on options to improve and add to the list of roads that could be repaved or maintained with sealants. He briefly reviewed ideas on how to maintain the roads and acknowledged this is a priority. ***Motion made by Member Rosenberg to ratify the contract for the Volvo Excavator Purchase for \$167,037 for 60 months to be purchased with Chapter 90 funds, second by Member Blanchard. Vote: unanimous. Motion passed.***

**Ratify Contract for General Government Review Consultant:** *Chairman Duval* reviewed that the Board approved the formation of a committee to review the Town Charter, and \$20,000 was. Input was received on this from a consultant, Bernard Lynch of Community Paradigm Associates. A review was last done fifteen years ago and Chairman Duval advised he was part of the committee that did the work that was approved in 1984. He noted the committee took around a year with a representative from the Board of Selectmen to complete the process, and did outreach to other communities to provide recommendations to the Board of Selectmen for Charter updates and modifications. The proposal received was for \$19,000 with the understanding that the recommendation is for a government study committee to evaluate the existing government structure in order to improve efficiency of local government and resources and plan to support the group throughout the process. The consultant will help with the final report and presentation to the Board of Selectmen, and it is anticipated the work will require twelve to fifteen months. Payments would be made at phase one, halfway through and at the conclusion. *Member Rosenberg* inquired what the strategic questions are being answered with this study as an appropriate amount of time is desired to be spent with the process. He suggested the Board of Selectmen provide high-level guidance and goals to the committee. He advised the speed the Town needs to operate needs to increase to be more responsive as things change. *Vice Chair Hoyt* noted familiarity with Mr. Lynch's work and advised this proposal was brought forth a year ago. She noted the consultant work being done in Berkshire County will help with scheduling. *Chairman Duval* advised when committee presents their recommendations, the Board will review them and those approved will go onto the Town Meeting warrant. The end product will be presented at Town Meeting where the request is debated. Best practices can be offered by Community Paradigm from other communities. It was clarified that this does not have to go out to bid and the process will begin in January. ***Motion made by Vice Chair Hoyt to ratify the contract for the General Government Review Study, not to exceed \$20,000, second by Member Blanchard. Vote: unanimous. Motion passed.*** The board will discuss who will serve on the committee at a future workshop.

**Approval of Intermunicipal Agreement with Savoy for certain Council on Aging services.** *Town Administrator Green* noted the Council on Aging was approached as Savoy is using services so an agreement to regionalize the Adams Council on Aging services was discussed and drafted. The Savoy Board of Selectmen and Town Meeting approved \$35,000 for this which was not what Adams had hoped for, but Savoy was not able to provide \$60,000 for these services. Town Counsel St. John III, Board of Selectmen Member Rosenberg and former Council on Aging Director Girgenti were charged with finalizing the agreement. It was explained that people call up from other towns for services and the Town looked at what services could be delivered. The same services are provided independent of where a person lives, and services are provided for a number of people outside of Adams. With the Council on Aging in the midst of change the Town will do its best.



*Member Nowak* expressed approval as people should have a way to get to places and it was clarified that Savoy no longer has its own van. He recommended Savoy should apply for a grant through the federal government. Concern was expressed about wear and tear on Town vehicles, and the high expense of gas. It was explained that the Town has already been a regional model for the Building Commissioner and Veterans Services. Concern was expressed about Council on Aging staff struggling to keep up with their constituency because of the volume. It was noted that the \$35,000 in part is part of their transportation costs and it will be put in as special account. Town Meeting will have to be asked to use that fund. It was hoped to add staff to the Council on Aging, but this will not be able to happen yet. *Vice Chair Hoyt* inquired how many Savoy residents are currently being served and what the estimated increase is. Interim Council on Aging Director Proper gave the statistics and advised 185 Savoy residents were served; 10 rides were given for medical trips, and 22 utilized general services. She advised logs showed 106 phone calls to assist with questions, concerns, and referrals, so Savoy had been provided a considerable amount of use of Council on Aging services. *Member Rosenberg* added that the agreement is general and in the first year will inform what the services are. This will be explained to the Savoy Board of Selectmen, but it is important to get it started and show faith and good will. He noted that municipal financing is critical to get right. The aging population needs more maintenance and the demand for services is going up. Interim Council on Aging Director Proper noted this needs to be looked at this strategically as it is expected to be a significant increase. *Town Administrator Green* advised the Town is relocating the Council on Aging to a larger facility to support program availability. A tent was utilized in the warmer months to support socially distancing during the pandemic as more space was needed to offer robust programming. It was pointed out this and moving the facility to accommodate programming are great steps. *Member Nowak* inquired about an article in the iBerkshires where the Board of Directors of the Council on Aging expressed it would be difficult to transition to the Memorial School and asked to hear the reasons. *Vice Chair Hoyt* advised she attended, and reviewed the comments and concerns that board has had on parking, updates to restrooms, and infrastructural work going on at the Memorial School building. Once construction is at a point to allow people in, the Council on Aging Board will be invited in to talk more about it. It was explained there was discussion about having a phased move, and a December 1<sup>st</sup> move-in date is not necessarily what will happen. It was advised that the Savoy Board of Selectmen already signed the agreement, of which parts were read aloud. The term begins July 1, 2021 and will continue 1 year, for \$35,000. ***Motion made by Vice Chair Hoyt to approve the Intermunicipal Agreement with Town of Savoy for Council on Aging services for the length of the contract to June 2022, second by Member Blanchard. Vote: unanimous. Motion passed.***

**Decision on Parking Ban for 2021-2022 Season.** *Chairman Duval* reviewed that last year the Board of Selectmen changed the model to a storm warning model, and a workshop was held last Wednesday to review this. Input was received from the Police Chief and DPW Operations Supervisor. *Town Administrator Green* compared the two models. It was explained that word was not getting out for cars to get off the street, and hilly areas were not sufficiently cleared. If the DPW could not clear it, the roadway was a hazard. Low visibility, and the additional burden on the Police Department and Parking Control was noted as cumbersome. A citizen this week asked to go back to the original ban. He reviewed local community parking bans, and how to support citizens with no parking through the Renfrew and Kearns Lane lots. Permits for these lots are available at the Treasurer's Office. Board Members expressed, based on the testimony of the DPW and Police Department, for safety a reinstated parking ban was recommended. It was noted local communities had various dates and times on their bans and it was clarified that this is just a winter overnight parking ban. The DPW could declare a Snow Emergency and police officers can ticket and tow. December 1<sup>st</sup> and March 31<sup>st</sup> were suggested start and end dates. It was noted that the midnight to 7:00 a.m. ban times are in the bylaw but the Police Department uses discretion and makes telephone calls as a courtesy when time allows. Parking Control at parking lots was recommended and that position guidance will maintain the database for parking stickers. ***Motion made by Vice Chair Hoyt to institute the Overnight Parking Ban from December 1st, to March 31st from 12:00 a.m. to 7:00 a.m., second by Member Blanchard. Vote: unanimous. Motion passed.***

## DEPARTMENT REPORTS

**Town Administrator:** *Town Administrator Green* reported that leaf pickup with Town-owned trees will be ongoing during the month of November. *At 8:35 p.m. Member Rosenberg left the meeting.* The Request for Proposals for 20 East Street is out, and the first walkthrough will be on Thursday. Bids are due in January. The Outdoor Center bids are due and the Town extended the due date. The timing is off on the traffic light on the Center Street and Myrtle Street intersection. MassDOT, Sommer Electric and the DPW looked at it and MassDOT had budgeted to replace them. Better technology is being looked into and quotes will be provided. The time sensors were briefly discussed and they had been custom set to allow for buses to come out of BART school. When it failed, it defaulted to a different setting. *Member Nowak* inquired about getting cameras on the Susan B. Anthony statue and other locations and it was noted they are expensive, there is no funding allocated for that, and it is a facility issue due to power and signal sending. It is a complex project to do and an internal focus group involving the police department and the building commissioner will be required to focus on what and where it is needed and to phase it in over time.

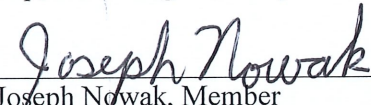
**Town Counsel:** *Town Counsel St. John III* reported that he reviewed intermunicipal between Savoy and Adams for the provision of services by the Adams Council on Aging to Savoy senior residents. He responded to a public records request made by a resident to the Assessor. He responded to questions presented by the licensing sub-committee. He advised he has been in contact with Ransford's attorney and our Tax Collector to address issues regarding the upcoming closing on the 26 Commercial Street property. He reported on Monday he received a call from John Harrington, Clerk of the Land Court in Boston requesting additional information regarding tax takings in 2016. He advised he will provide the additional information to him this week. He provided documents of information previously provided to the Court.

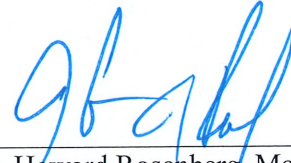
**SUBCOMMITTEE AND LIAISON REPORTS:** *Vice Chair Hoyt* reported there was a Licensing Sub-Committee meeting where the annual renewal process was reviewed. All renewal material packets went out last Friday with due date of November 15<sup>th</sup>. On November 29<sup>th</sup> the Licensing Sub-Committee will review all returned licenses to put forth a memo to the full Board of Selectmen for the December 1<sup>st</sup> meeting. She noted other items were also reviewed. She reported she attended the Council on Aging Board of Directors meeting Monday and discussed changes taking place. The Council on Aging Director and Assistant positions are posted. Barb Proper is keeping it going, reviewing tasks and asked the Council on Aging Board of Directors to cover the phones and help with programming. If anyone is available to volunteer they are welcome. November 9<sup>th</sup> is the Mobile Food Bank at the Visitors Center parking lot from 10:00 a.m. to 11:00 a.m. The CHP Vaccine Bus will be available from 10:00 a.m. to 12:00 p.m. The All Saints Episcopal Church will be having Thanksgiving meals for seniors 11:00 a.m. to 12:00 p.m. and the Council on Aging will help collect information for the program. The Council on Aging Newsletter is out. *Chairman Duval* reported there will be an Executive Berkshire Regional Planning Commission meeting tomorrow.

**ANNOUNCEMENTS AND GOOD OF THE ORDER:** *Member Nowak* congratulated Ms. Macksey on her win as Mayor for North Adams and complimented Lynette Bond on her campaign. He attended the Halloween Parade that went through the theater that Yuni Moore put together for the kids and thanked her for integrating the community. He reported that Covid-19 Vaccines for children between ages five and twelve are available and it is a good time to get it with winter coming. *Vice Chair Hoyt* advised that Northern Berkshire Community Coalition is seeking people to take Volunteer Outreach training on January 24<sup>th</sup> from 5:30 p.m. to 8:00 p.m. and information is on their website. She reminded everyone to set their clocks back an hour for Daylight Savings Time on November 7<sup>th</sup>. *Chairman Duval* thanked the Lions Club and the volunteers that helped out with the Halloween parade.

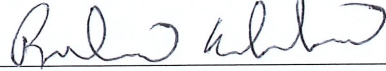
**ADJOURNMENT:** *Motion made by Member Blanchard to adjourn, second by Vice Chair Hoyt. Vote: unanimous. Motion passed. Meeting adjourned at 8:51 p.m.*

*Respectfully Submitted,*  
Deborah J. Dunlap, Recording Secretary

  
\_\_\_\_\_  
Joseph Nowak, Member

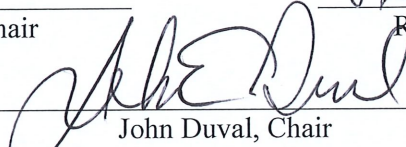


\_\_\_\_\_  
Howard Rosenberg, Member



\_\_\_\_\_  
Richard Blanchard, Member

\_\_\_\_\_  
Christine Hoyt, Vice Chair

  
\_\_\_\_\_  
John Duval, Chair