

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

**BOARD OF SELECTMEN MEETING MINUTES 05/16/2018**

RECEIVED-POSTED

18 JUL 12 PM 3:28

**CALL TO ORDER:** The meeting was called to order by Chairman Duval at 7:00 p.m. Members Hoyt, Blanchard, Nowak and Bush were present. Also in attendance were Interim Town Administrator Cesan and Town Counsel St. John III.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**PUBLIC COMMENT:** *Glen Diehl*, representing Berkshire Scenic Railroad Museum announced that the summer train schedule begins in Adams in 10 days. He noted that significant changes were made due to the train platform being constructed and website is updated to be easier to navigate the new ticketing system. He announced that he is still looking for people to staff the Welcome Coach and gift shop. Those interested should stop in and speak to the ticket agent. Newly elected Board Member Bush is a member of the Berkshire Scenic Rail. *Member Nowak* congratulated Chairman Duval and Member Bush on their election.

**NEW BUSINESS:**

**Approval of Proposed Susan B. Anthony Statue:** *Member Hoyt* announced that the ASCCC met with the Board of Selectmen to share the statue proposals received and forwarded for approval the proposal by Brian Hanlon for an eight-foot-tall bronze statue on a granite base with a small, young Susan reading a book in front of the large statue. It was documented that Susan B. Anthony was here until the age of 6. ***Motion made by Member Hoyt to commission Brian Hanlon to be the artist and sculptor of the Susan B. Anthony statue, second by Member Blanchard. Member Nowak abstained, as he is an ASCCC Member. Voted in favor were Chairman Duval, Members Blanchard, Hoyt and Bush. Motion carried.***

**Thomas Reidy, Representing Cumberland Farms, Inc.:** *Thomas Reidy* and *Steve Martell* of *Bowler Engineering* gave the Board information about the desire to do work at 95 Commercial Street in Adams. The property is three parcels and 1.5 acres, and would be the site of a convenience store with gasoline and diesel filling stations. They advised they will be asking for two full-access curb cuts and have made efforts to be sensitive to the Town. A colorized site plan was shown to the Board Members including the plan for trees and shrubs. The design provides for twenty-five parking spaces and downcast lighting. An existing position and proposed look of the building was shown and variances are being requested from the Zoning Board of Appeals. The proposed business would have 24-hour operation and curb cuts that exceed the maximum width to appropriate tractor trailer vehicles. Remediation studies, a full geo-technical investigation and a traffic study will be done. The developer works with the neighbors to appropriately screen and buffer the area for the neighboring properties. Some reinvestment is being made to the roadway. *McMann Associates* and *Matt Chase* from *VHB* will be working together on this. The old Cumberland Farms may be closed but all employees will be offered jobs at the new location. The other site would either sell or lease with the restriction that it cannot be of a competing use. The time frame until completion would be 120 days once begun. There would be from eight to twelve employees or more. Board Members thanked Mr. Reidy and Mr. Martell for their presentation and time.

**Approval of Annual Town Meeting Warrant:** *Chairman Duval* reviewed the Town Meeting Warrant one article at a time and asked Board Members to request to hold anything that needs further discussion. Articles held for discussion were Articles 4 and 23. ***Motion made by Member Hoyt to approve Articles 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 24, second by Member Bush. Vote: unanimous.***

**Article 4:** *Member Hoyt* advised she was recusing herself discussions and abstaining. ***Motion made by Member Blanchard to approve Article 4, second by Member Bush. Abstention by Member Hoyt. Voted in favor were Chairman Duval, Vice Chairman Nowak, Members Blanchard, and Bush. Motion carried.***

**Article #23:** *Chairman Duval* advised he cannot vote on anything related to marijuana because of his employment. ***Motion made by Member Bush to approve Article 23, second by Member Hoyt. Abstention by Chairman Duval. Voted in favor were Vice Chairman Nowak, Members Blanchard, Hoyt and Bush. Motion carried.***



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

**BOARD OF SELECTMEN MEETING MINUTES 05/16/2018**

***Motion made by Member Blanchard to close the Warrant for Fiscal Year 2019, second by Member Hoyt. Vote: unanimous.***

A request was made for Interim Town Administrator Cesan to work with the Moderator and Town Clerk to schedule a New Meeting Member Workshop.

**Recognition of Thunderbolt Ski Patrol Rescue Efforts** – *Chairman Duval* read aloud information regarding the two separate rescue efforts that took place in March 2018 from the Thunderbolt Ski Slope and powerline. The training of the rescue team was acknowledged and they were praised for their efforts to help those in dire need. Board Members noted that they had known most of the rescue team for years and it was expressed that if needed they are there in an instant. Josh Chittenden, Steve Sauve, David Childs, and Rich Adamczyk were given service recognition awards for their rescue efforts.

**Approval of FY2019 Transfer Station Fees** – *Chairman Duval* gave background information on the transfer station and the report after six months for adjustments. The Board was asked to establish a fee schedule for FY2019 for the Transfer Station and a summary of Town receipts for the first year were outlined. Stickers and bags sold to date were listed and \$21,145 was taken in for revenue. It was pointed out that the intent was to design a system that would pay for itself so the desire was to establish a fee that more closely aligns with the cost to run it. A proposed amount of \$50 per sticker for the year and \$1.20 per bag with a second car fee of \$10 per household was made, which would accumulate \$40,000 in revenue but would still not meet the amount of \$70,000 needed to operate the Transfer Station. This would get it closer to making it revenue neutral. Citizens had requested additional hours in the evenings in the summer and the Town is willing to explore that to offset the increase. The original fee was proposed to be \$75. It was noted that the Board held a workshop last week to review this and the only increase is the bag tag because of the implementation date last year. Bag tags are sold for \$6 for a group of five tags. \$70,000 was explained as not being the true cost because does not account for the cost of electric and other items but it covers the cost of the attendant, hauling trash and the removal of other items. The rental of the compactor; startup costs and the initial electrical setup are not ongoing costs. The power generated by the neighboring solar field goes onto the grid and the Town benefits from a total reduced cost of power, but it does not directly cover the Transfer Station electricity. It was noted that after discussion with small trash haulers the Transfer Station fees have not affected them. Discussion took place regarding what day of the week would work best for additional hours. Linda Cernik offered to bring in some haulers to offer information about the issues and to invite the public to get additional input to make decisions about an additional day of the week. In the past the Town received cash for recycling but now has to pay for them to be hauled. ***Motion made by Member Hoyt to set the Transfer Station sticker fee at \$50, a second car sticker at \$10 and bag tags at \$1.20 per bag for FY2019 effective July 1, 2018 until June 30, 2019, second by Member Blanchard. Vote: unanimous.***

**Report from the Town Administrator Screening Committee** – Member Hoyt advised she serves as the liaison from the BOS for clerical support to Screening Committee. She provided an update that when appointed the committee was screening applicants and to refer not less than three candidates to the board. The Committee screened out ineligible or inappropriate candidates and advised this resulted in fewer than three candidates. A recommendation was made to suspend the work of the Screening Committee at this time to review the process, posting, and whether an outside source can assist with recruitment. Member Hoyt was thanked for being the liaison from the Board. It was expressed that the Board needs to go back and reassess the process and the salary that the Board approved in the budget of \$95,000 which was debated with the Finance Committee. Concern was expressed that even with this in the budget the Town was not able to attract someone who has the background, experience and education to meet the bar set for the Town Administrator position for the area. Interim Town Administrator Cesan will continue in her current role as Acting Town Administrator as this process is reviewed again. Member Hoyt was asked to work with Interim Town Administrator Cesan to work on a process and come back to the Board. ***Motion made by Member Hoyt to approve the recommendation to suspend the work of the Screening Committee after one meeting to finalize details, second by Member Blanchard. Vote: unanimous.***



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

**BOARD OF SELECTMEN MEETING MINUTES 05/16/2018**

**Request for Reserve Account Transfer:**

**Snow & Ice Control - 06423-55341, \$50,861.41:** *Interim Town Administrator Cesan* advised the Town finally has the final bills in for the winter months. She noted that often there are overruns for anticipated budgets, particularly for a difficult winter and this is anticipated to be the final request for a Reserve Fund Transfer. This will leave a final amount of \$21,000 in the Reserve Fund. This amount is for just sand and salt, and not overtime. Concern was expressed about the use of salt, and public safety was noted as a factor but there must be a way to lessen the amount of salt on the roadway. Discussion took place about the lack of efficient product options, the need for better communication between staff during storms and the fact that salt is used more in ice storms. It was recommended that a workshop be held on this topic early in the season and to involve the DPW and experts at the State level. It was pointed out that the Town used to use a lot more sand and MassDEP frowns on that so the DPW relies on the salt. It was expressed that given the number of staff on the crew they do a terrific job if given the tools to do their job. The remaining \$21,000 in the Reserve Fund will return to the Stabilization Fund. ***Motion made by Member Blanchard to approve the request for Reserve Fund transfer of \$50,861.41 into Snow & Ice Control to move forward to the Finance Committee, second by Member Bush. Vote: unanimous.***

**Approval of Job Descriptions:**

**Lieutenant, Adams Police Department:** *Member Hoyt* reported on behalf of Personnel Sub-Committee that they had recently reviewed job descriptions. The Police Department Lieutenant job description was approved by the Board of Selectmen in 1999 and there were only minor changes to the job description currently on file. Supervision has changed from 27 employees to a range of 18 to 22, and a word "related" was added to the section on job environment. The addition of local of state and municipal offices was noted and the words "as needed" were included. ***Motion made by Member Hoyt to approve the Police Lieutenant job description with the changes as presented, second by Member Blanchard. Vote: unanimous.***

**Children's Librarian, Adams Free Library:** *Member Hoyt* explained that the updates proposed are taking the position from part-time and restoring it to full-time and adding items back into the job description. It was noted that this will bring staffing to three full-time employees, which is important for the Library to keep its status as set by the standards of the Library Association. The Personnel Sub-Committee went through the grading process, as outlined by the Municipal Position Rating Manual and determined it to be a Grade 6 rate. It was explained that the Library personnel require considerable expertise and education. It was pointed out that the funds for the full-time position have not gone through Town meeting yet and if denied the changes would be appropriate for both full-time and part-time. Due to the duties the grade change was noted as appropriate and the supervisory role over other employees is a full-time addition. ***Motion made by Member Hoyt to approve the Children's Librarian job description with the changes presented, second by Member Nowak. Vote: unanimous.***

**Adult Services Librarian, Adams Library:** *Member Hoyt* advised that the Administrative Assistant 1 is a full-time position but additional duties that have been added to the job warrant the proposed title change to Adult Services Librarian. This new title is more in line with supervising of employees and serving in place of the Library Director when the Director is out of the office. This position also went through the grading process and was determined to be a Grade 7. It was noted that there are six employees in the Library. It was clarified that a Master's Degree is preferred, and a Bachelor's Degree is required. ***Motion made by Member Hoyt to approve the Adult Services Librarian job description as presented, second by Member Bush. Vote: unanimous.***

**DEPARTMENT REPORTS:**

**Town Administrator's Report:** The Town intends to issue a notice of award to C&A construction for the Visitors Center Parking Improvement Project for the contract price of \$649,000. The Town's estimate was \$700,000. This is the same contractor that built Roundabout Project so the Town is familiar with them. Monday there is a scheduled pre-construction conference and the contractor expects to be mobilized on site immediately following the holiday weekend. Street resurfacing and sidewalk reconstruction bids are due May 31<sup>st</sup>.



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

**BOARD OF SELECTMEN MEETING MINUTES 05/16/2018**

A list of the streets will be provided to the Board of Selectmen and once a contractor is in place information will be put up on the Town's website. The Town hopes to make improvements on ten streets and segments. The Town is issuing an invitation for bids for the Town Hall Roof Project. There was a good meeting held with the architect and the bid will have built-in alternates. The Visitors Center Parking Improvement pre-bid process covered phasing the work and the Town reached out to neighboring property owners, who are willing to allow people to park there. Details are being worked out and will be shared with the Board. Waterfield Design will have an engineer on site throughout the process. Community Development staff and DPW staff Foremen Cota and Skrocki will be there daily to monitor the project, perform wage interviews and other administrative requirements. Discussion ensued about the potential of closing down Depot Street for no more than half a day during the process, which will require a police detail. The project is hoped to be substantially completed by the end of the calendar year.

**Town Counsel Report:** *Town Counsel St. John III* advised he received and reviewed a complaint filed in the Housing Court; he received and reviewed an appellate brief involving the town; he received, reviewed, and commented upon a Public Records Act request; he received and reviewed a letter from the Attorney General's Office approving a Town Meeting action; he spoke with several persons and commented upon the process for conducting the Town Administrator search; he received and reviewed a proposed lien for the demolition cost at 50 Commercial Street and is awaiting final amounts; he received, reviewed and commented upon a Change of Manager application involving an All-Alcoholic Beverages license.

**SUB-COMMITTEE AND LIAISON REPORTS:**

*Chairman Duval* advised that at the next workshop a list of subcommittee and liaison positions will be reviewed and assigned. *Member Nowak* advised he attended the Cemetery Commission meeting. A cold storage concern in Bellevue Cemetery and a building being broken into and items taken from Maple Street Cemetery were discussed. Discussion also included the reduction of Saturday burials to keep them only to the morning or possible elimination of Saturday burials altogether. He advised at the Park Commission meeting discussion centered on scheduling of the groups using fields. At the meeting, Corey Bishop proposed that Russell Field have a concession stand with a mounted plaque honoring one of the founders of the Lassie League. Sonia DeSanti from the Youth Center gave information about the summer program. The program will offer free breakfast at the Elementary School then participants will go to Russell Street Field. The cost will be \$25 for participants of Cheshire and Savoy. A safety concern regarding the back of the infield causing ground balls to bounce up at Russell Street Field was addressed. There was a Global Warming gathering put on by Berkshire Regional Planning Commission (BRPC) to discuss how it will affect this area. The Adams Suffrage Centennial Celebration Committee is working hard to raise necessary funds for the statue, parade, fireworks and other events, and will be asking businesses for support. Interim Town Administrator Cesan was asked to look into the Town's policy on renaming buildings. *Chairman Duval* advised he is attending the BRPC meeting tomorrow.

**ANNOUNCEMENTS AND GOOD OF THE ORDER:**

*Member Hoyt* announced that Tapestry is having a free Narcan training on Monday, May 21<sup>st</sup> in the Library. She congratulated Police Chief Tarsa for being awarded the Patriot Award for support above and beyond of Officer Hicks of the National Guard while he was deployed. She also gave recognition to April Mazzeo, and Adams-Cheshire Regional School District First Grade teacher who received the Educator of the Year Award. *Member Nowak* recognized Virginia Duval and the Vote for Susan campaign for the work done to increase voting turnout. *Chairman Duval* announced that at the Northern Berkshire United Way, Christine Hoyt was recognized with a Spirit of the Future Award.

**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;*



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

**BOARD OF SELECTMEN MEETING MINUTES 05/16/2018**

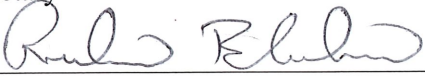
*At 8:38 p.m. a Motion was made by Member Nowak to enter the Executive Session, second by Member Hoyt. Roll Call Vote: Chairman Duval, Vice Chairman Blanchard, Member Nowak and Member Hoyt, Member Bush.*

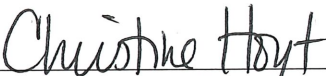
*At 9:44 p.m. a Motion was made by Member Hoyt to exit the Executive Session, second by Member Nowak. Roll Call Vote: Chairman Duval, Vice Chairman Blanchard, Member Nowak and Member Hoyt, Member Bush.*

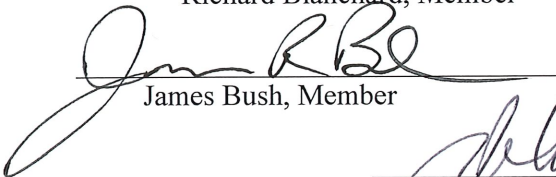
**Employee Agreement:** *Motion made by Member Hoyt to approve the employee agreement for Gary Green for a Skilled Laborer position at the Wastewater Treatment Plant, second by Member Blanchard. Vote: unanimous.*

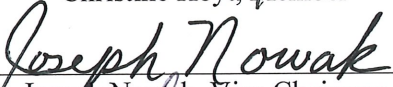
**ADJOURNMENT:** Motion made by Member Hoyt to adjourn the meeting, second by Member Bush, Vote: Unanimous. Meeting adjourned at 9:45 p.m.

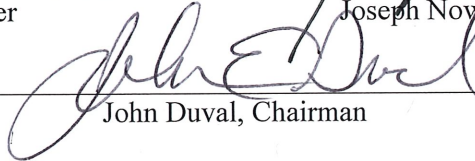
Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
Richard Blanchard, Member

  
Christine Hoyt, Member

  
James Bush, Member

  
Joseph Nowak, Vice Chairman

  
John Duval, Chairman