

**TOWN OF ADAMS, MASSACHUSETTS**

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

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**BOARD OF SELECTMEN WORKSHOP MINUTES 08/22/2018**

TOWN CLERK

**CALL TO ORDER:** The meeting was called to order by Chairman Duval at 6:00 p.m. Vice Chairman Nowak and Bush were present as well Interim Town Administrator Cesan, and Melissa Provencher from Berkshire Regional Planning Commission. Member Hoyt arrived at 6:06 p.m.

**NEW BUSINESS:**

**Stormwater Management: Massachusetts MS4 Permit Program**

It was explained that this is the year Adams has to comply with the MS4 Permit Program, which was launched several years ago. The Town did some planning work in 2005 in preparation and received a grant from MassDEP to do a stormwater management plan but was not in the metropolitan statistical tier of Pittsfield. Adams is now in the tier to file a notice of intent to MassDEP by September 30<sup>th</sup>. Melissa Provencher of Berkshire Regional Planning Commission (BRPC) was introduced and outlined the MS4 Permit Program process. She noted that costs are minimal to the community as the DPW has been street sweeping and catch basin cleaning for years in advance of this program. She explained the first part of the process is the NOI submission, which is due by the end of September. The six best management practices were reviewed. She prepared examples of what is in the NOI and noted that the Town is the regulating entity. Responsible parties assigned may be outside entities like BRPC. Within a year of the effective date, June 30, 2019 the Town must develop a Stormwater Management plan. Work is being done to amend the program with additional information such as an illicit discharge protection and detection plan. The permit is for five years and the Town will want to implement some things this year. Discussion took place and examples were given of some areas of responsibility. Projects could be identified for students in the classroom from MCLA. Direct runoff into the streams from the road without a buffer was a concern and an engineered ditch could be part of the regulated system. Retrofits were discussed to address parking lot catch basins to allow stormwater to settle out before it goes into the river. Route 8 was noted as a low impact development where stormwater will be pretreated before it goes into the river. It was explained that the Town completed the municipal vulnerability activities which could receive funding to support several of these items. The steps required for the NOI were reviewed. The plan will be in place by June 30, 2019. It was explained that the previous permit has been administratively continued since 2008, and other communities received waivers because of population density being so low. It was further explained that the Town is already doing much of what is needed, and there are other steps to take and bylaws that need to be worked on. Annual reporting with the program must be done. The permit is good for five years, and it is unclear what happens after that. How permits are handled in various states was reviewed. The public outreach and its specific parameters were outlined. Grant funds available to all communities may be able to be taken advantage of. A public review, public meeting, and a map of all storm systems and illicit discharge needs to be done. There is a grant from MassDEP to utilize an application to go out in the field and assess all outfalls. The map has been updated and there is a version of the application that municipal officials can access online. It was noted that the DPW is investigating problems and would be able to look at it online instead of having to go back to look at maps. An attempt is being made to get online maps available on DPW phones or tablets for the Working Foremen to be more automated and responsive as a result. The construction site stormwater control bylaw element comes in to regulate site inspections, enforcement, review, and to install controls. Though this is manageable it will add a layer to permitting, and will be part of new stormwater bylaw. Stormwater management and erosion control will be combined into one bylaw. This requires target properties in certain areas to reduce impervious areas which may not be feasible.



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A review will be done for streets, subdivisions and parking lots to identify where to make it easier or where it is more challenging to correct. Maintenance of catch basins and prevention by street sweeping will make this easier to track requirements. It was noted that the Board will be apprised with what steps will be taken going forward. It was explained that the Town should not need new staff or mapping but can meet compliance with minimal impact on the budget and current Town staffing levels. In a few years the Town may have to invest in a new street sweeper. The direct impact to homeowners and businesses was outlined as being education and behavior change, and the impact within the bylaw that is enacted and enforced. Projects may be impacted as the Environmental Protection Agency requirements for a construction permit were discussed and this would apply for larger projects. It was explained that zoning bylaws require developers to address stormwater quantity already and the new bylaw will address stormwater quality. The new bylaw will have some level of treatment to slow down stormwater to settle out solids before entering the river or to have another comprehensive way of dealing with it. The role of the Conservation Commission in the process was discussed. It was explained that the permitting authority is in charge of structuring the bylaw. Discussion took place about the installation of rain gardens and permeable pavements to be able to be maintained without impact by sanding and salting. Bioswales and rain gardens for natural filtering were discussed. Drainage concerns due to the v-shaped valley were noted and retention ponds were established. State and Federal guidelines and standards were briefly touched on. Melissa and BRPC were thanked for their support. Community Development is taking the lead on this and working with BRPC.

**Visitors Center Parking Lot: Pay for Parking Kiosks**

The Visitors Center Parking Project is under construction and a decision on whether or not to install pay-for-parking kiosks needs to be made. The area is increasingly becoming a focus for visitors and many tourists are used to paying for parking. It was noted that this is not expected to be a revenue source but instead as a commodity to keep people moving. Questions were posed about having adequate parking for everyone as the downtown grows, and if the Town would be willing to entertain a monthly agreement for business employees. It was explained that one of the complications of the Visitors Center building is that it is the location for the Council on Aging where pay-for-parking would be a burden. The Town received the grant for the HVAC at Memorial School, and plans to relocate the Council on Aging to that building in the spring. Discussion took place about having a revolving account to help repair and maintain the parking lot with kiosk funds. The parking kiosk from Wells, Maine was used as an example for public parking. It was explained that it is not expensive for the community members to use the parking lot, and the use for the bike trail would be minimal. It was noted there is no way of regulating it until a Parking Attendant is in place. The creativity of people to find free parking in other parking lots was also pointed out. Seniors and patients at Adams Internists were given consideration, and discussion on possibilities to work with these groups took place. It was explained that the kiosks can be installed but not activated until the Town is ready to move forward. Complications with parking management were reviewed and it was explained that the Parking Attendant could have the means to avoid ticketing staff. It was noted that by Thanksgiving the parking lot will be done and the kiosks may be instituted possibly in January 2019. The responsibility of the Parking Attendant was explained and that it needs to be a full time position for consistency. It was explained that accommodations will be considered to be sure elderly and those with mobility issues can be accommodated. The kiosk machines themselves are expensive and grant money incorporated it into the project. An inquiry was made whether there is a guarantee on the kiosks since the last meters have been consistently malfunctioning. It was explained that the current meters are not malfunctioning, but that people do not read them first and misuse them.

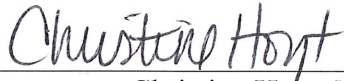
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A Parking Attendant would be able to instruct proper use of the meters. Warrantees were discussed, and the battery life of the current meter style was not what was expected and had to be replaced. Current charges are \$.25 per hour, which needs to be increased to \$.50 or \$.75 an hour. There were three public meeting about this subject and this is second public workshop about kiosks. Concern was expressed about the large Cottonwood trees near the Doctor's Park which have a large root system that could uplift the parking lot.

**ADJOURNMENT:** Motion made by Member Nowak to adjourn the meeting, second by Member Bush, Vote: Unanimous. Meeting adjourned at 7:10 p.m.

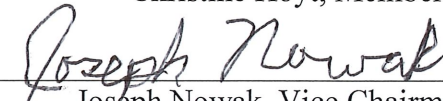
Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary



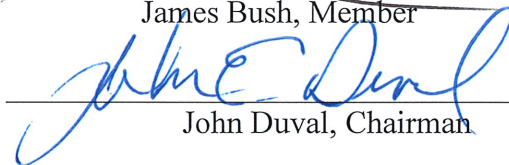
Christine Hoyt, Member



James Bush, Member



Joseph Nowak, Vice Chairman



John Duval, Chairman