

**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 DECEMBER 19, 2018**

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

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

**APPROVAL OF MINUTES:** The minutes for the December 5, 2018 were submitted for approval. *Motion made by Member Hoyt to waive reading and approve December 5, 2018 Meeting minutes as submitted, second by Member Blanchard. Vote: unanimous.*

**PUBLIC COMMENT:** *There were no public comments made.*

*Motion made by Member Hoyt to move Facility Use request up on the agenda, second by Member Blanchard, Vote: Unanimous.*

**Facility Use Request:** *Adams Memorial School Gymnasium – P.A.L. Travel and House Leagues, Mondays and Tuesdays 6:00 p.m. to 8:00 p.m., from December 31, 2018 through March 4, 2019. Motion made by Member Hoyt to approve the use of the Adams Memorial School Gymnasium by the P.A.L. 3<sup>rd</sup> and 4<sup>th</sup> grade Travel and 2<sup>nd</sup> through 5<sup>th</sup> House Leagues on Mondays and Tuesdays 6:00 p.m. to 8:00 p.m., from December 31, 2018 through March 4, 2019, second by Member Bush. Vote: unanimous.*

**OLD BUSINESS:**

**Annual All Alcohol, Weekly and Sunday Entertainment, and Common Victualer License Renewals –** Zing Financial, LLC dba Adams Ale House, 8-10 East Hoosac Street, Adams MA. *Motion made by Member Blanchard to take this off the Table, second by Member Hoyt. Vote: unanimous.* Member Blanchard advised that all items that were pending have been turned in except the Workman's Compensation Insurance Certificate, which is covered by the Landers currently. The insurance company for Zing Financial, LLC has been trying to get it to the Town but it has not arrived yet. The Licensing Sub Committee was thanked for their hard work. *Motion made by Member Blanchard to approve the renewal of the Annual All Alcohol, Weekly and Sunday Entertainment, and Common Victualer Licenses for Zing Financial, LLC dba Adams Ale House, 8-10 East Hoosac Street, Adams MA, second by Member Hoyt. Vote: unanimous.*

**Approval of Job Descriptions:** *Motion made by Member Hoyt to take the Approval of Job Descriptions for DPW Operations Supervisor and Senior Planner off the table, second by Nowak. Vote: unanimous.*

**DPW Operations Supervisor Position:** Salary information was provided and it was explained that the Town typically hires at the beginning of the salary range unless a person comes with significant experience. The DPW Operations Supervisor is the top position of the union personnel, and functions as the crew boss. This person also allocates the personnel to different tasks and works directly with the department head and the Town Administrator. The position will be posted internally first per union requirements. It was noted that the work load for the position indicates this person is also an instructor, with years of practical experience on the job. Duties were explained more in detail. It was explained that in the prior search for a Director of Public Works the Town was looking for a civil engineer, but filling that position is paused because of a delay on filling the Town Administrator position. A new Town Administrator will build their management team with the DPW Director as one of the key members. The



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DPW Director and DPW Deputy Director are non-union. ***Motion made by Member Hoyt to approve the DPW Operations Supervisor Job Description, second by Member Bush. Vote: unanimous.***

***Senior Planner:*** It was explained that this is a new position developed to meet the need to be better at welcoming business. This position would work with Community Development Department and be the key support to the planning board and zoning board of appeals. This position would provide written staff reports for larger projects and analysis to the boards on the larger cases, to include providing help in addressing the bylaw needs. The finances for this position are in the existing budget, and it will be posted as a simultaneous internal and external advertisement. The intention is to have someone on board early February if possible after a three week recruitment process. ***Motion made by Member Hoyt to approve the Senior Planner Job Description, second by Member Blanchard. Vote: unanimous.***

**NEW BUSINESS:**

***Approval of Transfer Station Temporary Stickers:*** A request was made to table this item as it is not yet ready to go forward. ***Motion made by Member Hoyt to table the Approval of Transfer Station Temporary Stickers, second by Member Blanchard. Vote: unanimous.***

***Approval of Additional Spring and Summer Transfer Station Hours:*** A request was made to table this item as it is not yet ready to go forward. ***Motion made by Member Hoyt to table the Approval of Additional Spring and Summer Transfer Station Hours, second by Member Blanchard. Vote: unanimous.***

***Vote on Reserve Fund Account Transfer:*** *Interim Town Administrator Cesan* explained the request for a Reserve Fund Transfer for a 2001 Vactor Truck that DPW Chief Mechanic Schaffrick located the vehicle for the Town. Under regulation for the MS4 program, the Town has to preplan the management of stormwater and provide routine management of all storm drains including documentation to the state. The current truck is used for catch basins, sewer lines and is in constant use but needs major repairs. A new truck would cost over \$300,000, which is not practical at this time. The DPW Chief Mechanic and Working Foreman Cota, two Board Members and a Finance Committee Member looked at the vehicle and checked it out completely, providing the opinion that it would be a good purchase. *Chairman Duval* advised he checked it out, talked with owner, asked questions and agrees with the assessment that it is needed. The current unit has a leaking tank that would cost up to \$90,000 to fix. *Member Bush* added that he agrees and the vehicle has more capabilities and larger hose to make the jobs more efficient. It was noted that \$40,000 versus \$300,000 was reasonable and the Town should be able to get parts if needed. If purchased all DPW employees will be trained on it. Lemon Laws would cover short term issues it but a warranty would be looked into. The range in the estimate for repair costs on the current unit was explained and a breakdown of all costs is available. The age difference between vehicles was discussed and the current vehicle has been used extensively in comparison with the other truck which had been well maintained and had infrequent use, primarily for sewers. It was noted there is \$175,000 in the Reserve Fund. Most transfers are for salt or sand but this is a prudent purchase with urgency as the owner cannot hold it. Both vehicles would be used. There would be an operating vehicle while repairs are being done and the Town would have a vehicle to start right away for stormwater and catch basins especially if there is another flooding incident like September. If approved this would need to go forward to the Finance Committee in early January. ***Motion made by Member Bush to approve the Reserve Fund Account Transfer for \$40,000 for the 2001 Vactor Truck to the Public Works, Highway Equipment fund (06429-58740), second by Member Blanchard. Vote: unanimous.***



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**Appointment of Gerald Garner as Interim Building Commissioner:** Interim Town Administrator Cesan met with Building Commissioner Torrico on Tuesday. He is resigning and his last day is January 2<sup>nd</sup>, 2019. There is a need to have an Interim Building Commissioner to continue to serve the public, and it is best to have someone familiar with the online permitting system. Gerald Garner uses an identical system for the City of Pittsfield and is operating in the Building Commissioner capacity for Cheshire, and Plainfield as well. A division of labor for weekends and evenings, and allowing access to the online permitting system to review plans was explained. Mark Kruzel would do the inspections on site. The vacancy has been posted and it is scheduled to be advertised for Sunday. Those interested in the position should submit applications by January 10<sup>th</sup>, 2019. *Motion made by Member Blanchard to ratify the Appointment of Gerald Garner as Interim Building Commissioner at the \$50 per hour rate, second by Member Hoyt. Vote: unanimous.*

**Review of Draft Hazard Mitigation Plan and Set Public Input Deadline:** Executive Assistant to the Town Administrator Towle gave a brief background on the Hazard Mitigation Plan. He advised the Town is working with Berkshire Regional Planning Commission (BRPC) and doing simultaneous work with the Comprehensive Emergency Management Plan (CEMP), which is being reviewed by himself, Interim Town Administrator Cesan, the Fire Chief, the Emergency Management Director and the Water Department Superintendent. He noted they were looking for feedback before creating a more solid draft to BRPC by Friday. The Town will have a public input process possibly next Wednesday. He reviewed the steps in the process and explained it will be submitted to the Federal Emergency Management Agency (FEMA). There is a federal mandate for it to be updated every five years, and it was last done in 2012. A more complete plan will be provided to the public, and is required for grant funding. Grant deadlines for Pre-disaster Mitigation and the Hazard Mitigation program were listed. It was noted this is less funding but intended for smaller projects and regarding recovery following disasters. The next steps in the timeline were outlined, and work is being done with Representative Barrett's office on applications and feedback to shape the process and timeline. It was noted there is a long list of things to address over the next few years. Executive Assistant Towle explained how he sent out parts of the plan for the appropriate department to review. Interim Town Administrator Cesan advised the Town has been meeting for over a year on the Municipal Vulnerability Preparedness Plan and the Hazard Mitigation Plan. The Municipal Vulnerability Preparedness Plan received an action grant, which is directed partially to the Southwick Brook watershed. The Hazard Mitigation Plan was in place when Tropical Storm Irene occurred and the plan is being updated. The timeline and its challenges were discussed as well as the need to move quickly to meet the grant deadline. Work will be done with the Emergency Management Team and updates will be given to the Board.

**DEPARTMENT REPORTS**

**Town Administrator Report:** Work is being done at the Memorial School gymnasium, using Green Communities grant funds. One of the projects is to retrofit lighting with new LED lights. The installation is halfway through and the quality of the light has met approval. \$8,000 is left in the overall grant. The Town will be able to apply for a new round of funds in March, and is looking at possible lighting for Russell Field. The hope is for the Town Hall boiler to last through the winter, but the Town needs to put in a high-efficiency boiler and incorporate a commercial-grade dehumidifier to make the basement more hospitable for staff, as the building is running out of space. Green Communities grant funds addresses efficiency in existing items, so it could not be used to purchase something new. Lighting could be addressed in the parks and playing fields to make them more energy efficient.



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**Town Counsel Report:** A review was made of issues regarding an All Alcohol License renewal and attendance of the Board of Selectmen meeting regarding that All Alcohol License. A review of and a response to a question concerning use of vacation and sick pay was made. A review of and response to the Board of Health was made regarding a question about campgrounds.

**SUB-COMMITTEE AND LIAISON REPORTS:** *Member Hoyt* advised the Licensing Subcommittee met. She advised there was a Berkshire Flyer meeting at the Albany Station where they met with Jay Green to showcase what Amtrak has to offer and what can be brought to the Berkshires for services. She advised that Berkshire Regional Transit Authority (BRTA) reached a settlement and drivers are back to regular schedules. *Member Hoyt* and *Interim Town Administrator Cesan* met with the School District's School and Maintenance Department for C.T. Plunkett School. Proposals are forthcoming for the cafeteria and kitchen floors. If received and the timeframe fits it may be taken care of during February vacation. A report was received from EDM, who is under contract to explore the work, on window panels on both sides of the building. Bid documents will be put together. It was explained that the composite panel below each of the windows is rapidly deteriorating and found to be a point of water infiltration into the building. The deadline for requests for qualifications (RFQs) for assessment on architectural and design has passed and the six received are under review. A concern was expressed that the amount the Town put aside may not be enough, especially with the costs to replace the slate roof. It was noted that the School talked about making repairs to the steps before winter conditions set in. This way of approaching and prioritizing building repairs is good for the Town, as the Town brings expertise to the District and now understands the District's needs better. *Member Hoyt* reported that the application deadline for the Town Administrator position was last Friday, and she has been in contact with the consultant. Applications are going out to the screening committee, from which commitments have been secured and committee names will be brought forth on an agenda and work continuing in the beginning of January. *Chairman Duval* reported that the Berkshire Regional Planning Commission (BRPC) meeting was rescheduled to the second week of January. *Vice Chairman Nowak* corrected a statement he had made regarding where the DCR trail ends. He announced there have been regular meetings with the Adams Suffrage Centennial Celebration Committee (ASCCC) about the upcoming 2020 celebration. A large donation was received from Greylock Federal Credit Union for \$10,000, and he expressed great appreciation. He advised the ASCCC is looking for people to come forward to volunteer as help will be needed along the way to make this a memorable celebration for the community. *Member Bush* advised he attended the Parks Commission meeting and the discussion was about dog excrement on the streets and Ashuwillticook Rail Trail. He noted it is not a Parks Commission responsibility to deal with, but it does fall under the Board of Health. He agreed that it is tough to control and hard to enforce, and he asked people to have common courtesy and pick up after their pet. Also discussed at the Parks Commission meeting was lighting at Russell Field. He advised he attended a Council on Aging meeting and there was a lot of discussion about the Visitors Center parking lot. He pointed out that it is difficult to see the entrance both during the day and at night because there are no markings. He reported that the Scenic Train was successful this year. Every Tinselinier Train was full and the season ended last weekend. He estimated the final ridership numbers to be around 10,000. *Member Bush* was thanked for getting in touch with Santa Claus to ride the train, and he reported that Santa has been seen around Park Street from time to time, weather permitting.




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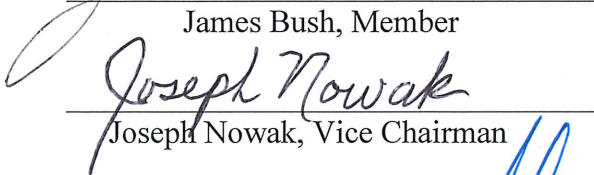
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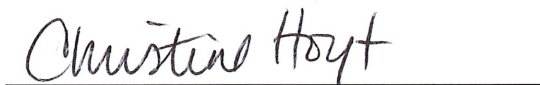
**ANNOUNCEMENTS AND GOOD OF THE ORDER:** Board Members wished all healthy and happy holidays. Peter Gentile of Northern Berkshire Community Television was asked to explain the proposed changes with the FCC regarding Public Access Television. *Mr. Gentile* reported that the FCC has been favoring business because of the current government administration. Spectrum and all cable companies are looking for ways to cut costs, and have proposed a cut to funding to the Public Access, which is funded by percentage of the gross income that cable companies make. He noted that more people are dropping cable service and going to internet instead, and income from the cable contract is continuing to dwindle. Northern Berkshire Community Television is in their sixth year of a ten year contract. If the FCC proposal goes through, the cable company will charge back to the community for services like Public Access and will have a possible leasing of channels. He advised that Public Access could end within this contract, potentially even immediately. If so, he pointed out that meetings like this or local sports games would no longer be covered, and Public Access is saving cable subscribership for the company. It was explained that Representative Barrett has been enormously helpful and is aware of the situation, but on a federal level Senators and Congressmen have reported not hearing much about it. It was noted that the community would lose a lot if local access is eliminated and repercussions would be very serious. *Vice Chairman Nowak* reported that with the impending rainstorm citizens are encouraged to clear debris away from catch basins to handle the anticipated one to three inches of rain. He wished everyone a very Merry Christmas and noted that life is fragile so be sure to tell those you care about that you love them. He asked citizens who know of someone who is alone or a shut-in to go over and say hello to lighten up their holidays. Board Members all wished everyone a safe and Merry Christmas.

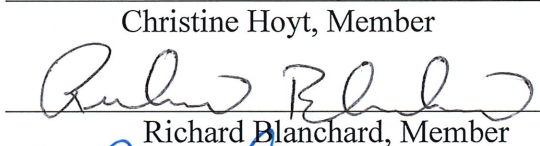
**ADJOURNMENT:** *Motion made by Member Blanchard to adjourn the meeting, second by Member Hoyt. Vote: Unanimous. Meeting adjourned at 8:16 p.m.*

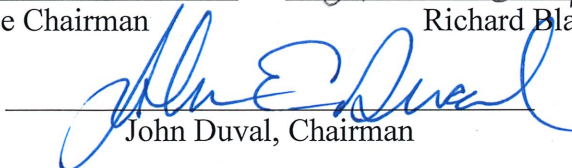
Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
James Bush, Member

  
Joseph Nowak, Vice Chairman

  
Christine Hoyt, Member

  
Richard Blanchard, Member

  
John Duval, Chairman