

TOWN OF ADAMS, MASSACHUSETTS
ADAMS TOWN HALL BUILDING, 1st FLOOR, ADAMS, MA 01220

BOARD OF SELECTMEN WORKSHOP MINUTES DECEMBER 12, 2018

CALL TO ORDER: The Workshop Meeting was called to order by Chairman Duval at 5:30 p.m. Vice Chairman Nowak, Members Blanchard, Hoyt and Bush as well as Interim Town Administrator Cesan and Executive Assistant to the Town Administrator Towle were present.

TRANSFER STATION/RECYCLING/WASTE MANAGEMENT UPDATES

Executive Assistant Towle advised the Board of recycling and waste management updates. A new website was launched and the transfer station page has educational materials, flyers and infrastructure upgrades. He noted new initiatives may be found on Recyclepedia, and Recycle Smart, which he recommended promoting through a link on the web page. He advised there is no cost to participate, but it leverages the partnership with grants. He explained he worked with the Board of Health under the Massachusetts General Laws for the Town Sanitary Regulations to get \$700 in additional funds for MassDEP mandatory recycling for residents and businesses, which will require a Town Meeting vote. This is coupled with an educational portion to advise people what can be recycled creating a dual stream recycle program. Mandatory residential recycling enforcement was briefly discussed and will fall to the Board of Health according to Town Code. It was noted it is not actively enforced currently and a plan needs to be created for curbside recycling. Mr. Towle noted additional grant funding would be required to assist with enforcement, but enforcement will be required for both residential participants and haulers. He noted that improved signage has been put in place because past signs were not compliant with MassDEP. The large signs are visible from the driveway and should improve the flow of traffic. The signs were purchased from the RPD Program and the grant application was completed by the NBSWMD. The signs are able to be modified to add summer hours. MassDEP inspects the Transfer Station annually, and they met requirements in October short battery replacements and an extra extinguisher being required. Sticker numbers and total revenue were reviewed, and are generally trending upward. Bag tag sales are down but may be due to increased recycling. The hauling cost was estimated to be between \$2,500 and \$3,200 annually. A suggestion was made to look for business recycling development grants for glass and paper. It was noted that the intent is to have the Transfer Station be revenue neutral and to make recycling a daily operation. Recycling was pointed out as more of an expense than the revenue and changes to the fee structure may be required to address this. A suggestion was made for the Town to look at creating an enterprise fund, and to look at grinding the glass down into sand. Temporary one week permits were proposed for those cleaning out a house at \$20 with no limit to the number of bags to give an out-of-town option. Concern was expressed about bag content, and it was recommended that a dumpster or bulky waste option would be more appropriate. Enforcement was noted as an issue for this as well. Disposal of textiles and other items were briefly discussed. A seasonal permit was counter-proposed to avoid inappropriate items being disposed of which would cost the Town in fines or additional fees. A fee structure comparison was made and it was revealed that fees in Adams were lower than local communities. Summer hours were discussed at length, and having an additional Monday or Thursday per week was proposed. It was explained that Monday holidays could be a problem. Additional hours would need to be in spring and summer to avoid the need for extra lighting. Providing a survey for citizens was proposed to better support the needs of those in the community. A brochure is near completion and a request was made for more Bulky Waste removal days during the year. These need to be handled properly to correctly charge for items correctly and to appropriately handle money. It was noted that people have been going to the Transfer Station without stickers, and previously a recommendation was made to have a hanging tag on the rearview mirror as some people do not put stickers on their cars. Mr. Towle was thanked for his work.

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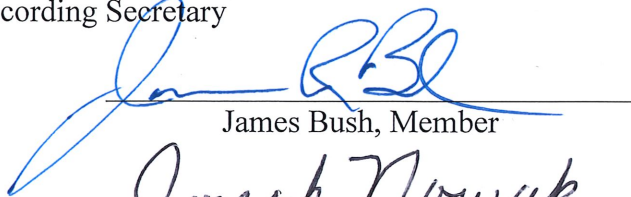
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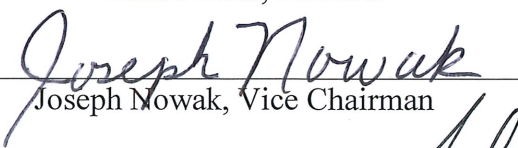
EMERGENCY MANAGEMENT


Executive Assistant Towle advised that he looked at the comprehensive Emergency Management plan, which has not been updated since 2008. The committee was reactivated and has had two meetings. The meeting attendees were listed and a representative from Massachusetts Emergency Management Agency (MEMA) was also present. Several departments were engaged to discuss improved communications and the creation of a comprehensive communications plan to finalize a consolidated protocol. The adoption of the National Incident Management System (NIMS) as the All Hazards System was recommended by MEMA to recognize Emergency Management Director's authority. Staff training in Incident Command System (ICS) 100 and 700 levels will be held on Friday, January 11th at no cost by MEMA and Board Members were encouraged to attend. Online trainings will be offered as well. The function of the Board of Selectmen Chair in ICS was briefly discussed and other Board Members having the training would build in redundancy should the Board Chair become temporarily unavailable. Community safety was noted as the main concern and credit was given to Emergency Management Director Kleiner for bringing this forward and for his work on the Emergency Declaration related to the flooding in September. A completed Hazard Mitigation plan was noted as important and sections of the plan are being worked on and fast tracked by Berkshire Regional Planning Commission. Representative Barrett is working with MEMA on funding but has not heard back yet. Municipal Vulnerability will focus on the Southwick Brook to address issues and look at the whole watershed. A recommendation was made to ensure appropriate staff complete training and that emergencies are appropriately communicated for when it goes to the public and who does the communication. The Comprehensive Emergency Management Plan (CEMP Plan) protocols for communication were discussed. Shelter policies and procedures will need to be outlined for how to handle people with pets. Tabletop exercises can be designed and scheduled so everyone knows what their roles are. An activated Emergency Operations Center (EOC) will be where emergencies are operated from, and from where decisions are made and information goes out. It was noted that the Town Administrator is the Public Information Officer and that Code Red could also be used to get information out. Different scenarios were briefly discussed. A suggestion was made to replace the emergency notification siren horns for immediate public notification of imminent issues. The current communication system was reviewed. Contact information for the Emergency Management Department and the Forest Warden's webpage were noted. Past failures in the communication system were briefly outlined.

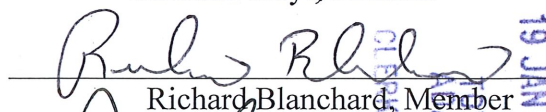
ADJOURNMENT: *Motion made by Member Bush to adjourn the meeting, second by Member Blanchard. Vote: Unanimous. Meeting adjourned at 6:29 p.m.*

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary


James Bush, Member


Joseph Nowak, Vice Chairman


Christine Hoyt, Member


Richard Blanchard, Member


John Duval, Chairman

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19 JAN -3 AM 10:34
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