



CITY OF NORTH ADAMS, MASSACHUSETTS
Office of the City Clerk

**Meeting of the North Adams City Council
July 25, 2023
7:00 PM**

I hereby notify that at twelve noon today, July 19, 2023, the following items of business have been filed with this office and will be acted upon at the Regular Meeting of the City Council in the City Council Chambers at City Hall, Tuesday evening **July 25, 2023 at seven o'clock** according to Section 8, Rules and Orders of the City Council.

This meeting can be viewed live on the Northern Berkshire Community Television station and will be posted to their website as soon as possible, as well as on Facebook at [https:// www.facebook.com/northadamscityhall](https://www.facebook.com/northadamscityhall).

Tina Leonesio
City Clerk

AGENDA

**REGULAR MEETING OF THE CITY COUNCIL
July 25, 2023**

Roll Call

Moment of Silent Remembrance

Pledge of Allegiance

Approval of Minutes – July 11, 2023

Hearing of Visitors on Agenda – This is an opportunity for the public to speak to the Council for two minutes regarding items listed on the agenda.

Old Business

- 12,274 A Communication from Councilor Sapienza to amend Article XXXIV, Chapter 2 entitled Public Arts, Section 2-173 (a) – Definitions, Public Arts, to insert the words “interior or exterior” between “Any and work”, as approved by the Commissioners of the Public Arts Commission at their April 24, 2023 meeting, referred to General Government with a return date of July 25, 2023.

New Business

- 6,150-2 Mayor's Communication #68, Airport Commission Configuration, requesting an amendment to Chapter 2, Article XIX, Section 2-108, entitled Establishment; Composition; Qualifications, of the Revised Ordinances to mirror MGL, Part I, Title XIV, Chapter 90, Section 51E.
- 6,150-2 An Ordinance amending Chapter 2 Administration, Article XIX Airport Commission, Section 2-108 Establishment; composition; qualifications, of the Revised Ordinances to mirror MGL, Part I, Title XIV, Chapter 90, Section 51E
- 11,790-3 Mayor's Communication #69, Short Term Rental Fee, requesting an amendment to Chapter 3: Building Code, Section 3-50.3 entitled Taxes, fees and penalties.
- 11,790-3 An Ordinance amending Chapter 3, Building Codes, Section 3-50.3 Taxes, fees and penalties to establish registration and inspection fee for Short-Term Rental.
- 12,285 A Communication from City Clerk Tina Leonesio on behalf of the Assistant City Clerk Screening Committee to recommend the appointment of Melissa Kilbride as the Assistant City Clerk, filling the unexpired term, for a term to expire on May 10, 2025.
- 12,286 Mayor's Communication #70, Zoning Change – Section 4.17, requesting an amendment to Chapter Z, Zoning, Section 4, entitled Dimensional Regulations.
- 12,286 An Ordinance amending Chapter Z, Zoning, Section 4 Dimensional Regulations by adding Section 4.17.
- 12,287 Mayor's Communication #71, Resolution: Water Service Inventory & Lead Service Line Replacement Plan, requesting permission to apply for a grant to complete lead and copper pipe inventory of water system.
- 12,288 Mayor's Communication #72, recommending the appointment of Wayne Wilkinson to serve as a member of the Mobile Home Rent Control Board for a term to expire September 1, 2024.
- 12,289 Mayors Communication #73, regarding the FY23 Budget Closeout: account to account transfers.
- 12,289 An Order to finalize the FY23 Budget Closeout Transfers in the amount of \$842,830.08.

Licenses

Taxi - Cab

None

Second Hand Dealer/Shop

None

Open Forum – This is the opportunity for the public to speak to the Council for two minutes on issues of Municipal Significance

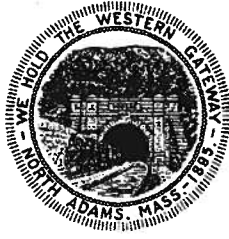
Mayor's Updates

Committee Reports and Minutes

Liaison Updates/ Councilor's Concerns

Correspondence

Adjournment



CITY OF NORTH ADAMS, MASSACHUSETTS
Office of the City Clerk

Meeting of the North Adams City Council
Tuesday, July 11, 2023
7:00 PM

MINUTES

A meeting of the North Adams City Council was held at 7:00 p.m. in Council Chambers.

COUNCILORS PRESENT: Councilors, Blackmer, Bona, Oleskiewicz, Sapienza, and Wilkinson; a quorum was present.

COUNCILORS ABSENT: Councilors, Barbeau, Harpin, Obasohan and Shade

A moment of silence was observed. Following the Pledge of Allegiance, the President called for the approval of minutes from the meeting of June 27, 2023.

On the motion of Councilor Oleskiewicz, seconded by Councilor Wilkinson, it was VOTED to approve the minutes by a unanimous vote.

Hearing of Visitors

Robert Smith, 163 North St, Agenda item 12,284 regarding the Joe Wolfe Field Bleachers. He had recently attended a couple of the games and found the aluminum surface of the bleachers to be very slippery when wet – like you are on ice. At the second game he attended he actually fell and had problems with his back for four days after that. He is happy this is being brought forward by Councilor Sapienza who was at the same games.

Old Business

- | | |
|--------|--|
| 9513-1 | An Ordinance to Amend Chapter 7, Section 7-11 of the Revised Ordinances of the City of North Adams regarding the change of permit price, postponed from the meeting of May 23, 2023. |
|--------|--|

Councilor Bona stated they will bring this back to the Council to work on 1 section at a time, due to the complication of all the ordinance changes that will be involved.

On the motion of Councilor Bona, seconded by Councilor Sapienza, it was VOTED by unanimous vote to postpone to the meeting of August 8, 2023. (5) Yeas; (0) Nays

11,826 An Ordinance to Amend the Revised Ordinances of the City of North Adams regarding various fees established in the City Code, postponed from the meeting of May 23, 2023.

Councilor Bona stated this is the same as with the previous (9,513-1).

On the motion of Councilor Bona, seconded by Councilor Wilkinson, it was VOTED by unanimous vote to postpone to the meeting of August 8, 2023. (5) Yeas; (0) Nays.

12,191 A Communication from Councilor Shade requesting the local Department of Health review the Rules and Regulations to address the storage of garbage, postponed from the meeting of May 23, 2023.

Councilor Sapienza stated that the Public Safety Committee has not had the chance to review this yet due to the work currently being focused on the Taxis Ordinance put together.

On the motion of Councilor Sapienza, seconded by Councilor Bona, it was VOTED by unanimous vote to postpone to the meeting of August 22, 2023. (5) Yeas; (0) Nays.

12,218 Mayor's Communication #10 requesting the review of the taxi ordinance by the Public Safety Committee. Postponed from the meeting of May 09, 2023.

Councilor Sapienza stated that the Public Safety Committee is in the process of working through this.

Councilor Bona stated he is recommending that the wording be forwarded to the Administrative Officer or Solicitor to approve the wording.

On the motion of Councilor Sapienza, seconded by Councilor Bona, it was VOTED by unanimous vote to postpone to the meeting of August 8, 2023. (5) Yeas; (0) Nays.

- 12,273 A Communication from Councilor Sapienza to consult with Mr. Peter Gentile to check into possibility to tap into the audio that feeds the TV broadcast, postponed from the meeting of May 23, 2023.

Councilor Sapienza stated they are planning on getting together with the Ad-hoc committee on July 20th to test the system, see if it works then changes will be made accordingly – also wanted to change the name in Communication to Peter Gentile not Tomy.

On the motion of Councilor Sapienza, seconded by Councilor Oleskiewicz, it was VOTED by unanimous vote to postpone to the meeting of August 8, 2023. (5) Yeas; (0) Nays.

New Business

- 12,283 A Communication from President Blackmer requesting time for Dick Alcombright and Healing Communities and Recovery Center the opportunity to provide an update on their activities.

President Blackmer filed the Communication without objection and called on Mr. Alcombright to present his update to the community.

Mr. Alcombright thanked the Council for having him back and stated that he handed out a Healing Communities Study paper to everyone and that he will go over this handout, after which he is hoping that John Crane from the Brien Center will be able to elaborate on a Recovery Center that will be based here in North Adams as well. He has worked on the Advisory Board for four years now through a grant that was obtained through a large federal grant of which North Adams was 1 of the 16 communities in Massachusetts that were chosen to take part in the study – there has been no cost to North Adams. The main objective of the study was to decrease overdose deaths by 40% over 4 years. Due to North Adams being included in this study we were provided with \$500,000 to be spent on any and all efforts around harm reduction. As disappointing as it may be we all know that unfortunately the overdose deaths during the pandemic increased across Massachusetts including in North Adams.

The good news is that in Berkshire County the Overdose deaths over this past year have gone down 22%, North Adams is approximately the same, statewide however they actually increased, showing we have been doing something right to some degree. He pointed out that right now as a City, the Councilors, the Mayor and all of us need to know just how dangerous the street drugs are – they are laced with Fentanyl and now with Xylazine which is an animal tranquilizer. Xylazine is very dangerous because Narcan does not seem to effect it.

We have currently spent about \$200,000 of the \$500,000 provided and have allocated \$300,000 to the Recovery Center project which John will talk about. What has already been spent (\$200,000) has gone to Naloxone boxes which have been placed in the community in a bunch of locations. This is a box that straps onto a pole with a sign and there is Naloxone (Narcan) in these boxes, they are checked on a frequent basis to ensure they are filled. This allows Naloxone to be available on a 24/7 basis. There has been a lot being done with Peer Outreach Programming and Harm Reduction Specialists (2 people hired in the Brien Center for Berkshire County) who go into homes and neighborhoods to assist people suffering from substance abuse disorder. There has been a lot accomplished with medications for opiate abuse disorder as far as training and spreading the knowledge regarding this. We now have Engagement Coordinators who actually know on the doors to help people – going to them. With the money they have also been able to put up many billboards across Berkshire County to educate people on the carrying of Naloxone (Narcan), a person does not have to know and love someone with a problem to have this, you never know when a person may require it. To carry it is a good thing, it does not cost anything and could save a life.

Mr. Alcombright stated they have become more active on social media and will have some educational videos coming out soon. So, there is a lot going on and more to come.

John Crane, from the Brien Center, providing an update on the new Recovery Center. The Center will be located at 37 Main Street here in North Adams and the funding will be coming directly from the state for this endeavor. They are currently in contract negotiations for this and awaiting the official signatures to move forward with this amazing operation – full steam ahead. The most important step the Brien Center has taken is taking a step forward in going non-clinical/non-treatment in the approach to rehabilitation. The program is very unique also in that it is Community and Peer led, this will not be Directors and Administration sitting in the background orchestrating everything, it will be a community led initiative driven by the peers and participants that partake in this Recover Center. We feel this will impact the community in a great way. As soon as the contract is set, we will be moving forward with the hiring of four (4) full-time staff members which will include a Program Manager, a Program Specialist and a Volunteer Coordinator and a Recovery Coach as a part of this effort. What's important in that concept is the Volunteer Coordinator, a large part of this Center is going to be pushed toward the Volunteers and the participants who want to be a part of the process with us. There is also a large emphasis on the rural communities surrounding North Adams such as Clarksburg, Savor, Florida Mountain, etc. because we know that Addictions don't discriminate and they need help in these areas as well.

Councilor Sapienza asked Mr. Crane if the program will address any early intervention with our young students/children to educate and keep them from the dangers. Mr. Crane answered that the program itself is wide open to support any level of need through their family integration and style within the program. They want all welcome at the Center, as long as an

adolescent is accompanied by a guardian or parent as part of this process, they will create programs for that. They will be as unique as possible within the most safety realm they can to serve the population that is using the services. They want to learn from the people coming in what they need from them to help, this will definitely fold over to education. Mr. Alcombright added that the Healing Communities mission is overdose prevention and harm reduction, there is however the Community Coalition that focuses solely on education and prevention throughout Berkshire County.

Mr. Alcombright ended the presentation stating that the funding that brought the Healing Communities study ends on December 31st and it is important to continue the work that they have started, many will be staying on to continue and they need to grow with more members as well. He plans on coming forward with more updates in a few months and thanked Mayor Macksey and the City Council for their support of the program.

12,284 A communication from Councilor Sapienza requesting the City's Parks and Recreation Department look into the traction safety of the bleachers at Joe Wolfe Field.

President Blackmer filed Communication without Objection and Called on Councilor Sapienza to see if he would like to add anything.

Councilor Sapienza stated that he has attended a few of the recent games and we unfortunately seem have this pattern of pop up showers in the afternoons. The bleachers being aluminum become very slippery and it is his recommendation that some traction tape in various areas to help prevent people from slipping when entering or exiting the bleachers.

On the motion of Councilor Sapienza, seconded by Councilor Bona, it was VOTED by unanimous vote to refer to Parks and Recreation Department through the Administration with a return date of the meeting of August 22, 2023. (5) Yeas; (0) Nays.

Licenses

Taxi - Cab

An application submitted by Alexander Noel to be granted a license to drive a taxicab for O.T.T. Taxi.

On the motion of Councilor Sapienza, seconded by Councilor Oleskiewicz, it was VOTED by unanimous vote to approve. (5) Yeas; (0) Nays

An application submitted by George Sawtelle to be granted a license to drive a taxicab for O.T.T. Taxi

Councilor Wilkinson stated that although he knows this was approved by the Police, he is questioning why the applicant states his license has been suspended or revoked in Massachusetts and does not state any reason. He asked if this is something the Council should be concerned about. Discussion on the matter ensued, and Councilor Wilkinson asked if the matter could be tabled until the following Council meeting.

Councilor Oleskiewicz was asked if he would like to rescind his motion. He questioned if the person had been issued a Temporary License and would doing this cause them to not be able to work. Councilor Wilkinson stated that he did not want to put someone out of work, however, they have in the past postponed a vote to improper/incomplete filling of paperwork. On principal, if we did move forward he would still vote no. President Blackmer stated that if he voted no, there would not be a quorum and the vote to approve would not go forward. Mayor Macksey offered to reach out to Lt Beverly to request a clarification. Mayor Macksey stepped out of the Chambers to contact the Lt. Councilor Bona stated that he felt this should be postponed, because part of the Councils duty is to ensure that what comes in front of them is complete. The question he said is what would be put there that would cause a denial and if the Mayor calls, they would not know what the Applicant did not put down so he feels it was missed and should have been filled out and thus should be postponed. Clerk Leonesio, let all Councilors know that both the Applicant and Lt had definitely been in touch with each other, that the applicant had come into the office a couple of times and went to see Lt Beverly right after. President Blackmer agreed with Councilor Wilkinson and Bona. Councilor Wilkinson stated that if Councilor Oleskiewicz rescinded his motion, the worst case would be it would be straightened out at the next meeting instead of having his application denied. Councilor Oleskiewicz stated that he still does not know if this person was issued a temporary license. Clerk Leonesio stated that he had been issued a temporary, and that expires tomorrow. At this time Mayor Macksey came back into Chambers and stated that Lt Beverly said there was no evidence that his license was actually revoked, he may have thought that and checked it or checked the wrong box, but he had no record of suspension and does have an active license. Councilor Wilkinson withdrew his objection and stated he would be voting yes. It was requested to do a rollcall vote.

On the motion of Councilor Oleskiewicz, seconded by Councilor Sapienza, it was VOTED by rollcall vote to approve. (5) Yeas; (0) Nays

Second Hand Dealer/Shop

An application submitted by Wesley Nelson and Andrea Belair to be granted a secondhand

dealer license for Belltower Records LLC.

On the motion of Councilor Oleskiewicz, seconded by Councilor Sapienza, it was VOTED by unanimous vote to postpone to the meeting of August 8, 2023. (5) Yeas; (0) Nays.

Open Forum

Robert Smith, 163 North St, wants to thank Councilor Sapienza for bringing the safety issue to the floor and the rest of the Councilors for voting to bring it forward because the safety of our citizens is most important.

Leigh Harrington, 25 Frederick St; When water shows up unannounced it causes panic and communities are set behind – you all live here so we all saw the devastation from the last storm, but five weeks ago myself and others on Frederick, Fuller and Bryant Streets took a hard hit due to a drainage issue. She was left with a two-foot ditch up against her foundation, thankfully, the DPW had helped repair some of the damage, however this last storm washed all of that away. This damage, if not fixed could potentially cause her home to collapse into the home next to hers with another storm. Ms. Harrington stated that with the recent storms, the City of North Adams needs to prioritize how we deal with severe storms, rain water and fast runoff. She stated that we have seen a 71% increase in extreme storms since 1950 and the undersized storm water runoff systems need to be addressed. This is a safety concern and places a huge stain on the City's resources, Public Works and personnel safety, as well as the community members.

Robert Cardimino, 173 East Quincy Street, we have been facing an increase in service fees/taxes in the City, an increase in Excise and Real Estate taxes, now fees – every time this happens it's the Seniors that suffer.

Jim Labonte, 12 Fuller St; If you have ever been up on Fuller St, you will see there are two houses on the left and five houses on the right, there is a brook at the end of the street and one coming down the right side. He had been through storms up there, however the last two storms have wiped out the neighborhood. Where he lives is a low point and there is a manhole there that constantly clogs up with debris coming down the hill. He posed the question of possibly placing a second sewer there to back up the first one when it starts getting clogged up. If anyone come up to Fuller Street they will see the right side is nice and level and on the left it bows down right into both his and his neighbor Matts property. Everything that goes through his driveway, ends up in his back yard. After this last storm when the city was cleaning up the dirt and stuff, they were nice enough to place a big load in his driveway so he could start fixing it.

Matt Cook, 8 Fuller St; I have been here in North Adams for 7 years now. I purchased my house last year and now in 5 weeks I have gone through two floods, the drainage for one at the end of Fuller Street and what is coming off the mountain is ending up a gravel pit. He really appreciates the work the City has done and seeing the Mayor there both with both storms is so important. Your home is all you have, and 2 in the morning myself and my neighbors were all out there trying to protect our homes because it was all just floating away. Obviously, streams don't get fixed in a week, they don't get fixed in a year, he stated he understands this, he has been on the other side and knows this stuff. He stressed that we need to find a solution, it is only going to continue to get worse. We get a hurricane in here this fall with the ground as saturated as it is, the back of that mountain might come down.

Mayor's Updates

On Saturday we will tentatively have the beach party – weather permitting.

The City of North Adams has been engaged in a feasibility study since 2022 for a new or renovated elementary school and we have been approved by the MSBA to consider two different options of pursuing either a newly renovated or new school on the west end. For this upcoming change, we have developed a community survey for the options that are being considered, the survey can be found at npsk12.org or on the school department website there is a survey monkey link.

Mother Nature has not been kind to us, specifically in the areas of Fuller, Bryant, Frederick, North, Houghton, Brooklyn, Church, State, Millard Ave, Barth Street. What we are doing on the west end on Massachusetts Ave with the Storm Water improvement system – we need five more of these in the city. What we found in June and what we did between June and yesterday was we started to evaluate and talk to a company called Tye and Bond about what we could do as a quick temporary fix until we can outline and secure funding for a storm water system. Unfortunately, mother nature has been moving faster. Yesterday with the storm and the amount of rain that was coming down so quickly, our storm system just could not keep up. The sad thing is we had done so many repairs and all if was completely washed out. Yesterday morning the team went out at about 1:00 am but they could not fix anything in real time due to the amount of water we were taking on, they needed the rain to stop first. MEMA was onsite after the call into them at 5:00 am, Mayor Macksey has been on the phone with both the Governor and Lt Governor yesterday and throughout today. We are trying to fast track many fixes; the reality is mother nature has not been good to us and our systems are old. We need to design a system, get the funding the get them fixed. Our focus now is – what can we do in real time. MEMA has been here everyday this week working out of the Mayor's office. Tomorrow there will be a team coming to assess. Right now, the cost for the quick fixes is up to 1.6 million, we are very hopeful we will be getting some help from the state of Massachusetts. Just before the meeting Mayor Macksey left a voicemail for Senator Warren, so everyone is

aware of our position. She has talks going with Clarksburg on where the water is coming from above, she also is in communication with the railroad due to work they were doing on Church Street leading up to some of these issues. Focus is on making roadways safe and passible, long term there are funds out there and we will fight for obtaining some of the funds. She reminded the public to please stay away from the flood control shoots, the water in them is really moving and dangerous. She also wants to stress to the public, if they see something, please say something, call, because we need to know.

President Blackmer asked if the public and businesses would be able to look at federal/state funding. Mayor Macksey stated that North Adams is focusing on state (MEMA) and people are welcome to also reach out to us and she has already reached out to the City's insurance company as well.

Councilor Bona asked the Mayor if the city will be looking at other areas now as well for inspecting such as damns, culverts, and areas such as Hillside Cemetery that already has erosion on the hill and wall. He understands that they are working on the Major upfront repairs but is there a checklist to look at other areas that may have been affected or weakened as well. Mayor Macksey stated this is really two-fold; first we will focus on areas identified, but Tim and Paul are inspecting other areas as well. The first priority is to get our roads opened and neighborhoods passable and safe. We are identifying the areas that we are also spending a lot of time working on for instance clearing out, but we need to identify long-term fixes done for.

Committee Reports and Minutes

None

Liaison Updates & Councilors' Concerns

None

On the motion of Councilor Oleskiewicz, seconded by Councilor Sapienza, it was unanimously VOTED to adjourn.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tina Leonesio". The signature is fluid and cursive, with the last name being more prominent.

Tina Leonesio
City Clerk



Bryan K. Sapienza

Vice President, North Adams City Council

bsapienza@northadams-ma.gov / 413-652-2395

Proposed Ordinance Amendment – Public Arts Commission

Article XXXIV, Chapter 2 – Entitled Public Arts

Section 2-173(a) – Definitions, Public Arts

Amend the ordinance as follows:

Insert the words “interior or exterior” between “Any and work”

The amended ordinance should read as follows:

2-173. Definitions

(a) Public Art. Any *interior or exterior* work of art that is accessible to the public and located on land or structures owned or controlled by the City of North Adams, that are not otherwise leased or assigned.

The amendment to this ordinance was approved by the commissioners of the Public Arts Commission at their April 24, 2023 Meeting.

Respectfully Submitted,

Councilor Sapienza



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

Communication #	Subject	Date
68	Airport Commission Configuration	July 25, 2023

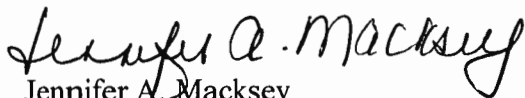
Honorable Members of the City Council
North Adams, Massachusetts

Dear Honorable Councilors:

Enclosed with this communication is an Ordinance amending Chapter 2, Article XIX, Section 2-108, entitled Establishment; Composition; Qualifications, of the Revised Ordinances.

I am asking that our ordinance be revised to mirror that of Massachusetts General Law, Part I, Title XIV, Chapter 90, Section 51E, which states that there be at least one person having experience in aeronautics rather than two people per our ordinance. See attached.

Respectfully submitted,


Jennifer A. Macksey
Mayor



City of North Adams

In City Council

July 25, 2023

BE IT ORDAINED by the City Council of the City of North Adams as follows:

That Chapter 2, Article XIX (Airport Commission), Section 2-108 entitled Establishment; composition; qualifications, of the Revised Ordinances of the City of North Adams, Massachusetts, be and is hereby amended by deleting the following:

Two members of the commission must have aviation or airport management experience.

and inserting in place thereof the following:

One member of the commission must have experience in aeronautics.



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

Communication #	Subject	Date
69	Short-term rental Fee	July 25, 2023

Honorable Members of the City Council
North Adams, Massachusetts

Dear Honorable Councilors:

Enclosed with this communication is an Ordinance amending Chapter 3: Building Code, Section 3-50.3 entitled Taxes, fees, and penalties. This is being presented to establish a registration and inspection fee for short-term rentals. This was not included in the original Ordinance for short-term rentals.

Respectfully submitted,


Jennifer A. Macksey
Mayor



City of North Adams

In City Council

July 25, 2023

BE IT ORDAINED by the City Council of the City of North Adams as follows:

That Section 3-50.3, entitled Taxes, fees, and penalties be and is hereby amended by deleting paragraph (3) as follows:

(3) All short-term rental units shall be subject to fees for inspections as determined by the Department of Inspection Services and approved by the North Adams City Council.

And inserting in place thereof the following:

(3) All short-term rental units shall pay a fee of \$500 for the initial registration and inspection and a fee of \$500 for each annual renewal and inspection of the property.



**OFFICE OF THE CITY CLERK
CITY OF NORTH ADAMS, MASSACHUSETTS**

10 Main Street Room 104
North Adams, Massachusetts 01247
(413) 662-3000 Ext. 1

Tina Marie Leonesio
City Clerk

July 19, 2023

Honorable Members of the City Council
North Adams, MA 01247

Subject: A Communication from City Clerk Tina Leonesio on behalf of the Assistant City Clerk Search Committee to recommend the appointment of Melissa Kilbride as the Assistant City Clerk, filling the unexpired term, for a term to expire on May 10, 2025.

Dear Honorable Councilors:

On behalf of the Assistant City Clerk Screening Committee, I am recommending to appoint Melissa Kilbride as Assistant City Clerk, to fill the unexpired term of my previous position, for a term to expire on May 10, 2025.

The Committee screened a total of twenty-two (22) applicants for the position. Melissa has worked tirelessly since her hire in the office, she has eagerly and without hesitation stepped up to assist at Council Meetings, in obtaining her Notary License, in working fulltime instead of part time hours, and in every task that has been requested of her, she has excelled. She has a keen eye for detail, finding on her own that approximately 80% of the Birth & Death Index cards were not completed in the Index files from 2021 – 2022. She has entered all information into our Vitals Database for 2021 through present which includes the city's Birth, Death and Marriage records. Since her start in the Clerks Office, she has earned the admiration and many compliments of her service to our customers as well and has proven to be an asset to the office.

Sincerely,

Tina Marie Leonesio
City Clerk

Melissa E. Kilbride

2811 Main Rd.

Stamford, VT 05352

802-375-3305

Melissakilbride0@gmail.com

I have been working diligently assisting in the City Clerk's Office since my hire in April. I began working part-time, however shortly after my hire the previous Clerk placed his resignation. Understanding that many changes would be on the horizon for our office, I jumped at the opportunity to attend City Council meetings and manage the live feed to City Halls Facebook page, which the Assistant Clerk had been doing. My hours were increased to full-time to ensure the office would be able to be fully covered, and I have since actively assisted with maintaining the office and rectifying some of the many issues that have been discovered. I have genuinely enjoyed the experience and opportunities associated with working as a team here and am excited to be placing my resume for the Assistant City Clerk position.

I am confident that I am a perfect fit as the new Assistant. The current Clerk, Tina, and I work and communicate extremely well together, this is something that has been commented on by many customers and staff. The function of an office depends on how people and things work together, smoothly, and I know we make a great team. The history of our office has seen so many people come and go so quickly, it has had a negative effect, not only on working relationships but the consistency and organization in the office. Since my start here, I have not only assisted with but have successfully maintained the needs of the office on my own while juggling multiple projects successfully. I have been able to create a hard copy storage system for our dog licenses and rabies vaccinations. In our local vitals database system I have been able to record all of 2021, 2022, and through present 2023 records. While working on the death records, I also discovered that approximately 80% of the index cards were never created for 2022 and 2023 and I have remedied that issue. I have now entered both death and birth records back to 2021. While doing this, I have found many clerical errors from the state system which we have begun a folder for to discuss with Vital Records in Boston.

Recently, I have been working on the format of file names and locations on the city's website for meeting materials. Files have been saved in various formats and have not all been saved to the appropriate folders causing the site to appear cluttered and unorganized. I have been able to complete approximately 75% of this task, it has been gradually coming together and is looking far more professional.

I look forward to being an integral part of our office and our team. I take so much pride in all of the positivity that we have received so far in regard to the improvements in the City Clerks Office! Not only other North Adams City staff are noticing but residents coming in to conduct business compliment us almost daily on our efficiency, professionalism and friendly atmosphere. I thank you for your time and consideration and I look forward to discussing the position and how I can assist in working together to correct the many issues as your Assistant City Clerk.

Sincerely,

Melissa Kilbride

City of North Adams**413-662-3000****Office of the City Clerk**

Stepping into the City Clerk's Office was a little overwhelming at first, especially having it be during a transitional time within the office itself. But I eagerly took on any task asked of me, quickly learned and excelled all while demonstrating my superior customer service skills not only on the phone but in person transactions as well.

- Responsible for daily operations of office
- Issue Dog licenses, Business licenses and Taxi licenses
- Issue Birth, Death and Marriage Certificates
- Process Archival Records in VRIS (Vital Records Information System)
- Maintain postings in compliance with Open Meeting Law requirements
- Assist the public with questions/concerns and needs from the Clerks Office or other City Hall offices
- Attend Council meetings and manages live feed to Facebook
- Maintain Daily Ledger, balances daily receipt/transactions and weekly reports
- General Office Duties – Phone, File, Fax, Typewriter, Computer, Copy/Scan

Tietgens Trucking & Excavation, Inc.**802-694-1334****School Bus Driver, Driver Instructor, Management**

Aside from being a school bus driver daily, I am responsible for all of the driver training and maintaining all of the records required by both Massachusetts and Vermont. I also took responsibility for the vehicle maintenance records and keeping them up to date on all state and federal regulations, ordering all necessary parts and supplies for maintenance. I communicated regularly with our contract holder as there were constant changes in scheduling.

- Responsible for driver training
- Maintaining State Required Records for multiple states (MA & VT)
- Ensured Vehicle maintenance records were in compliance with all state/federal regulations
- Communicate all scheduling and changes with staff

Sullivan Bus Lines**413-329-9327****School Bus Driver, Support to Management**

As I was already committed, I've only been able to work around that schedule for Sullivan Bus Lines, but that didn't slow me down from taking a lot of "between runs", night and weekend trips for a variety of schools and private charters. I'm often complimented on my safe driving and professionalism. Sometimes even requested for specific events or trips.

I've also worked closely with the owner in a variety of ways to keep the business safe, legal and profitable including record keeping, inspections, billing and more.

- Assist owner in maintaining safety and compliance
- Assist owner with managing appropriate records, inspections and billing

Vermont Color/CTC Corp.**Out of Business****Store Manager, Corporate Office Support**

I was hired to run the daily storefront operations which I exceeded everyone's expectations and therefore was additionally asked to help in the corporate office and oversee a second location.

In the two retail locations, I was responsible for employee scheduling, taking customer orders, photo developing/printing, cash register operations, digital photo restorations, delegating email requests, overseeing other employees, answering multiple phone lines and so much more.

In the corporate office, I handled preparing deposits from approximately 8 other locations, routing phone calls and a lot of data entry.

- Managed two retail locations
- Responsible for overseeing employees, scheduling, delegation of duties, training, financial transactions and reports, daily operations
- Prepared deposits for 8 locations
- Data Entry
- Routed Phone calls to appropriate location

Skills

- Customer Service Oriented
- Quick and Willing Learner
- Strong Ability to Work Independently or as a Team Member
- Professional Appearance and Personality
- Dedicated and Punctual
- Ability to Multitask and Problem Solve
- Multi Line Telephone Experience
- Microsoft Familiar
- Compassionate and Confidentiality Aware
- Typing/Data Entry Efficient (approx. 45-50 WPM)
- Always Safety Concious
- Payment Handling Experience and Accuracy
- Detail Oriented
- Strong Organization Skills
- Ability to Prioritize and manage time efficiently
- Working knowledge of City Ordinance and Massachusetts laws affecting vital records and Public Records

Professional References

Jane Sullivan	413-329-9327
Lisa Robinson	413-664-9187
Johnny Tietgens	413-441-9963
Arianna Albano	413-346-3976

Personal References

David Tatro	413-652-7314
Terry Mattimore	802-694-1311
Mishel Ayala	781-827-9345
Evalis Velasques	407-433-1662



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

Communication #	Subject	Date
70	Zoning Change – Section 4.17	July 25, 2023

Honorable Members of the City Council
North Adams, Massachusetts

Dear Honorable Councilors:

Enclosed with this communication is an Ordinance amending Chapter Z, Zoning, Section 4, entitled Dimensional Regulations. This is being presented to establish a setback on Union Street to promote the development of the former St. Francis property.

I respectfully request that the Council request a joint meeting with the Planning Board as soon as possible to discuss further.

Respectfully submitted,

Jennifer A. Macksey
Mayor



City of North Adams

In City Council

July 25, 2023

BE IT ORDAINED by the City Council of the City of North Adams as follows:

That Section 4, entitled “Dimensional Regulations”, of Chapter Z of the Revised Ordinances of the City of North Adams be and is hereby amended by inserting therein Section 4.17 as follows:

“4.17 In the CBD Zone, the Planning Board may, by special permit, eliminate or modify the Maximum Front Setback requirement. The foregoing shall not apply to any portion of a front yard on Main Street.”



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

Communication #	Subject	Date
71	Resolution: Water Service Inventory & Lead Service Line Replacement Plan	July 25, 2023

Honorable Members of the City Council
North Adams, Massachusetts

Dear Honorable Councilors:

Enclosed with this communication is a Resolution granting permission for me to apply for a grant to do a lead and copper pipe inventory of our water system.

I respectfully request your approval so we can continue on with our grant application process.

Respectfully submitted,

Jennifer A. Macksey
Mayor



City of North Adams

In City Council

July 25, 2023

Whereas: The City of North Adams, after thorough investigation, has determined that the work activity consisting of:

Water Service Inventory and Lead Service Line Replacement Plan

is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

WHEREAS, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make grants and/or loans to municipalities for the purpose of funding planning and construction activities relative to Drinking Water Protection Projects; and

WHEREAS, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a grant and/or loan application.

NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

1. That the Mayor is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said grant/loan(s), if awarded, shall be for planning activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

Communication #	Subject	Date
72	Appointment to the Mobile Home Rent Control Board	July 25, 2023

Honorable Members of the City Council
North Adams, Massachusetts

Dear Honorable Councilors:

I am pleased to recommend the appointment of Wayne Wilkinson to serve as a member of the Mobile Home Rent Control Board for a term to expire September 1, 2024. Mr. Wilkinson will be filling the unexpired term of Kimberly Brown.

This recommendation is presented for Council approval.

Respectfully submitted,

Jennifer A. Macksey
Mayor



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

Communication #	Subject	Date
73	Fiscal Year 2023 budget closeout: account-to-account transfers	July 25, 2023

Honorable Members of the City Council
North Adams, Massachusetts

Dear Honorable Councilors:

At the July 25, 2023, meeting of the North Adams City Council I will present to the Council an Order outlining the internal account-to-account transfers required to close out the Fiscal Year 2023.

Members of the City finance team and I will be present at the meeting of the City Council on Tuesday, July 25, 2023, and are prepared to address any questions you may have about these transfers.

I request that the Council adopt the Order as presented.

Respectfully submitted,

Jennifer A. Macksey
Mayor



City of North Adams

In City Council

..... July...25,...2023.....

Ordered:

That the sum of EIGHT HUNDRED FORTY-TWO THOUSAND EIGHT HUNDRED THIRTY DOLLARS AND EIGHT CENTS (\$842,830.08) be and is hereby transferred from:

FROM:	Public Safety	Wire & Alarm	Salaries	\$ 48,332.16
	Public Services	Veterans Services	Expenses	\$128,341.72
	School	Salaries	Salaries	\$616,156.20
	Unclassified	Reserve	Expenses	<u>\$ 50,000.00</u>
	TOTAL			\$842,830.08

TO:	General Government	City Council	Expenses	\$ 4,123.80
		Foreclosure Cost	Expenses	\$ 21,605.85
		Law Department	Expenses	\$ 24,944.95
		MIS	Expenses	\$ 94,799.61
		City Clerk	Expenses	\$ 7,390.85
		Board of Appeals	Expenses	\$ 1,573.18
		Building & Property	Expenses	\$ 12,407.14
		Tourism	Salaries	<u>\$ 5,605.00</u>
				<u>\$172,450.38</u>

Public Safety	Public Safety	Expenses	\$ 1,261.25
	Police	Salaries	\$171,872.92
	Police	Expenses	\$ 80,855.50
	Fire	Expenses	\$ 2,957.77
	Wire & Alarm	Expenses	\$ 15,139.72
	Animal Control	Expenses	\$ 1,597.63
	Transfer Station	Expenses	<u>\$101,926.75</u>
			<u>\$375,611.54</u>

Public Services	Public Services	Salaries	\$ 29,266.70
	Engineering	Expenses	\$ 33,396.00
	Snow & Ice	Expenses	\$150,657.29
	Street Lighting	Expenses	\$ 1,458.73
	Cemetery	Expenses	\$ 1,753.28
	Veteran's Services	Salaries	\$ 6,946.64
	Library	Salaries	\$ 8,032.36
	Parks & Recreation	Salaries	<u>\$ 3,663.80</u>
			<u>\$235,174.80</u>

Unclassified	Vocational Assessment	Expenses	<u>\$13,861.17</u>
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Classified	Capital Items	Expenses	<u>\$45,732.19</u>
TOTAL			\$842,830.08