

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

**BOARD OF SELECTMEN WORKSHOP MINUTES 01/24/2018**

RECEIVED-POSTED  
18 FEB -8 AM 9:10

**CALL TO ORDER:** The meeting was called to order by Chairman Duval at 6:00 p.m. Members Blanchard, Hoyt and Nowak were present as well Interim Town Administrator Cesan.

**Update and Discussion on Status of Capital Projects** – A spreadsheet prepared by Member Hoyt listing the Capital Projects from Town Meeting approvals in June 2017 was provided to the Board and reviewed. The Police Department telephone system is essentially completed and minor kinks are being worked out. The additional heat controller at Town Hall is awaiting completion. A request has been sent to CTC for completion of the project. An invitation for bids on slum and blight remediation have been issued, and bids are due tomorrow for the 50 Commercial Street demolition but there is concern that bid amounts may exceed \$60,000. The building was dilapidated to point that it was unsafe, and the entire building must be treated as hazardous, which is more expensive and may require special handling. There will be a lien on the property. It is being put in the Brownfields category, which may require multiple funding sources. Bowe Field upgrades for Agricultural Fair have been expended and are complete. Funds for the Treasurer/Collector for delinquent taxes have been expended. A \$28,000 early loan payment may not be required and the Treasurer will update the Town Accountant with her findings after further investigation. The funds for the Town Clerk's election equipment may have to go through the procurement process, which will require Board of Selectmen and State approval. It is not clear whether there is a federal requirement on the equipment. The replacement Police Cruiser has been ordered and the invoice amount was processed. The vehicle should be received shortly and has special requirements for the K-9. Some of the funds for the Emergency Management shelter have been expended and other items may be purchased. Carport shelters for the Council on Aging vans were ordered in September, but cannot be assembled in winter so they will be installed in the spring when weather permits. Some of the funds have been expended for the Police Department carpeting and safety glass. The roof replacement project for Town Hall has begun. The clock tower issues and the footprint of the roof area were discussed. When public bidding process begins it will have alternates in the bid so the main roof area will be the base bid. Alternates will include the Assessor area, the clock tower, the porch off the Selectmen's meeting room and gutter replacement. The issues with the clock tower were discussed in more detail. Documents will be drafted when staff is available to do so and the invitation to bid is hoped for the middle of February for the project by early summer. The Board was requested to give input on replacement windows. The engineers will be consulted on this as the building is not insulated well and energy efficient windows would be less effective because air comes through the masonry walls. The noticeable deterioration of the steps was noted and if it is not addressed soon it will be a much more expensive process. Citizen Jeff Lefebvre gave some input on this project. Funds were allocated for carpet replacement, security cameras, and a FOB system but it was recommended the Town no longer pursue the FOB system because Town Hall was rekeyed and it is unnecessarily high-tech. Carpet replacement is still being pursued. The plan for security cameras was noted as being extreme and though important at some level an alternate proposal will be submitted. The necessity of having an alarm system was pointed out. The CT Plunkett stage lift replacement and roof balance had \$86,000 allocated. The stage lift is still being installed after a delay and an error on the company's part. The bids for the roof were under contract with Souliere and Zepka and the total amount for the boiler room roof was \$198,000. Final punch list items are being completed. A change order was needed for the parapet wall reconstruction, which was provided by School District funds. The expectation is to close this out by the first week in February. The Building Commissioner has been overseeing the stage lift and reviewed the project with Dr. Putnam. Quotes are being solicited for the Visitors Center security cameras and the carpet replacement is being coordinated with the Police Department and Town Hall projects. The Public Works has received their replacement F450 truck with a plow package. The Jaw Bucket replacement has been received. The Wastewater Treatment Plant Harmony Street Pumping Station #2 projects are completed. Soil testing is being done at Renfrew Field. A discussion is taking place between the Parks Commission and



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

**BOARD OF SELECTMEN WORKSHOP MINUTES 01/24/2018**

the DPW so the project is still pending. Uneven fields need to be addressed because the soil being used creates puddles. Funds were allocated to the Department of Public Works to replace mowers and equipment. Currently there is \$1,200 remaining and an assessment is being done to evaluate if there are any other needs. The Youth Center had \$15,000 appropriated and there is discussion on whether the program was carried out. The summer program was not conducted in the same manner as the past and there was concern about whether to reimburse them. A meeting will be held with the Town Accountant to understand the concerns which will be brought to the Board. It may need to be addressed at Town Meeting. Funds budgeted for holiday decorations have been utilized and a review is being made of damaged items and lights to get lighting consistent. Decorations are coming down soon but the DPW is doing hot patch work now to alleviate potholes but the hot patch is not working. Other projects were also reviewed. A notice of award was issued to Northern Construction Service as the low bidder for the Hoosac Valley Station Platform Project. It was noted that there was concern from the citizens of the platform cost, which includes fencing, landscaping and lighting. A request was made for this information to be explained in detail at the next meeting. The Bellevue Cemetery building was discussed briefly. A report is being done that evaluates three scenarios; to upgrade the existing building; to update the existing building and add to it; or to demolish the building and replace it. It was noted that there are hazardous materials in the buildings, and because of this the building can't be just demolished without taking this into consideration. The use of engineers and architects was discussed. Once the study is reviewed, the Town will prepare a contract or construction documents for the bidding process. It was noted that engineering is expensive but it provides value. The Interim Town Administrator is working with DPW Foreman Cota to start putting together bid documents for March of the list of streets and sidewalks for prioritization. Phase One will take place this year and Phase Two next year to eliminate going through the bidding process twice. The Pavement Management system was briefly reviewed. Green Community funds for the street lights were discussed. A decision was made on the lights and verification is being made with Green Communities to be sure they will reimburse the expenses and to confirm documents are in order. A request was made to wait until spring to replace them as weather permits. It was noted that Green Communities deadlines are approaching. The Board Members discussed project priorities, including energy efficiency to reduce the Town's overall electric usage. The status of the Visitors Center Parking Lot project was reviewed. Work is being done with the engineer to put together bidding documents which will go out early spring. A desire was expressed to finish the Strategic Plan and to have projects completed by the time the new Town Administrator arrives. It was suggested to schedule a workshop in February to fill out the implementation spreadsheet and to have discussion. The Open Space Plan will need to be updated by 2019. BRPC has been utilized in the past to work on this. Park funding may be used for Russell Field this year and next year the update will need to be under way and accomplished. Any funds that are not used will be discussed with the Board.

**FY2018 Community Development Block Grant Program – Interim Town Administrator Cesan** attended a grants workshop where instructions were given for the application. A community can apply for up to \$800,000 but no community can receive more than \$1.35 Million in two years so the maximum that can be applied for this year is \$550,000. Multiple targeted activities are no longer required so a single project is now acceptable. The Route 8 Gateway Target Area was identified. The Target Area designation is good for ten years. Potential projects have a lot of competing interests including a Façade program, Signage and the waiting list for Housing Rehabilitation. A suggestion was made to focus this year on Memorial School. Some interest has been expressed in the building. Portions of the building should be retained for public use, and portions for residential use. There is an expressed interest for market rate housing, which would be good for the tax base and downtown. Investments made on the HVAC system will make the building usable to the public, as an Emergency Shelter, and a place for both voting and Town Meeting as well as other events. The Gymnasium is an asset and two regulation basketball games can be held by dividing the gym. The PAL



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

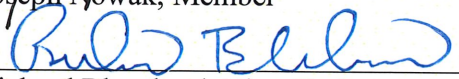
**BOARD OF SELECTMEN WORKSHOP MINUTES 01/24/2018**

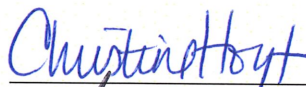
League, BART Charter School and now an indoor soccer group are hoping to use the facility. A private developer expressing interest was shown the building. There is a Memorial Sub-committee meeting tomorrow for further discussion on this. It was noted that the Memorial School anchors the downtown. The maintenance of infrastructure was encouraged. A hazard mitigation planning program has been initiated and will integrate projects. July 1<sup>st</sup> the Town needs to submit a notice of intent for MS-4 and it may be possible to get funding as part of MS-4 to look at conveyances that are falling apart. Salt use on the roadways was noted as making water alkaline and getting into aquifers and rivers. It was pointed out that the DPW wants to treat roads as quickly and efficiently as possible and the Board may need to look at this more to create a policy. Flood chutes were questioned for ownership status, either by the Town or privately owned, and a map should be created to outline ownership.

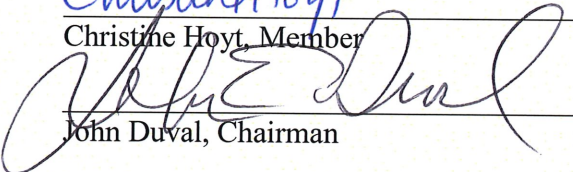
**ADJOURNMENT:** Motion made by Member Blanchard to adjourn the meeting, second by Member Hoyt, Vote: Unanimous. Meeting adjourned at 7:00 p.m.

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
\_\_\_\_\_  
Joseph Nowak, Member

  
\_\_\_\_\_  
Richard Blanchard, Vice Chairman

  
\_\_\_\_\_  
Christine Hoyt, Member

  
\_\_\_\_\_  
John Duval, Chairman