

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

**BOARD OF SELECTMEN WORKSHOP MINUTES 03/26/2018**

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**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, Town Accountant Beverly, DPW Foreman Cota, Wastewater Treatment Plant Superintendent Rumbolt, and Council on Aging Director Girgenti.

**FY2019 BUDGET REVIEW**

**DPW Administration:** The DPW Director position is not yet filled and the family plan was left on the insurance in case it was needed. The expense budget was level funded.

**DPW Equipment Maintenance – Operating Expenses:** It was noted that \$33,000 is needed for the plow and frame because steel prices went up. *Truck #69* was reviewed. Pictures of the rotting bed, deteriorating quarter panel, and frame were examined. The second vehicle to be replaced is *Truck #38*, a single axle dump truck. Good parts were taken off this vehicle and put onto *Truck #33* which was just discovered to have a cracked frame in three spots. It is now unserviceable and off the road. The hope is to get a new truck with Chapter 90 funds but the plow and sander cannot be purchased through Chapter 90. The newer International trucks have had engine problems, and the older models run well but fall apart. The current cost of a truck is estimated at approximately \$170,000 to \$180,000, which does not appear in the budget but the equipment in the amount of \$33,000 for the plow and sander does. The impact on the Chapter 90 funds for next year with the amount for the truck taken out was discussed. \$400,000 to \$500,000 will be set aside for road and sidewalk work this summer. Newly implemented fluid filming and undercoating of the fleet should increase the longevity of the vehicles, at a cost of \$125 per truck. New plastic fenders are being put over the rear tires to increase lifespan of the vehicles. DPW staff is diligent about washing and keeping trucks clean. Vehicles are sandblasted and metal work needed is done in-house. Trucks are rebuilt as much as possible to keep them on the road and parts recycled until they must be taken off the road. One vehicle with an unusable dump body was built a flatbed and made into a mason truck to last another couple years. Another vehicle had the back end built into a framed box for the chipper and leaf vacuum materials. The sewer vacuum truck needs were discussed and it was noted the truck is functioning for jetting of sewer lines. The cyclone part that takes impurities out imploded and is in the process of being rebuilt. The back tank of the truck is \$60,000 to replace, and the truck is obsolete despite being ten years old. The truck itself is in good shape but the working parts are wearing out. The need for a gator and blower on the Ashuwillticook Rail Trail to handle the Town's responsibility for maintenance of the new two miles was discussed. It was in error left out of the budget.

**Highways – Personal Services:** The budget was normal increases and COLA. A proposed new Skilled Laborer position was explained to serve as an entry position into the department and to have enough personnel per plow route and to maintain sidewalks. This position will work in the Highway Division, on the Ashuwillticook Rail Trail and at the Greylock Glen to maintain them on a regular basis.

**Highways - Operating Expenses:** An increase was for more gravel and asphalt for paving, and items for traffic and signage. Stationary Parts was for a mower. Street paving typically goes out to bid in the spring, and had not been done recently but will be done this year. The engineering budget increased because there has not been enough in the budget in the past. The Department of Public Works typically comes to Community Development because there is more in that budget, so this year there was forward thinking about the notice of intent for MS-4 which will require more engineering.



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**Snow & Ice Control:** It was noted that the actual 'expended to date' amounts did not include the last couple of big storms.

**Flood Control:** The Town is getting ready for the *Army Corps of Engineers* to have their annual inspection in the fall. Vegetation was noted as being the main concern. There is a gap in the floor near Mill Street which will need concrete work by the DPW when the water is low, but there will need to be some shifting of water and permitting. A Board Member noted a section on the east side of the bridge that may require hydraulic cement.

**DPW Garage Equipment Maintenance:** Trash removal expenses were removed by the former Town Administrator and it has to be paid.

**Transfer Station:** This budget was noted as being level funded for the same operating hours, and personnel expenses went up one dollar. Permit fees may go up and operating expenses were raised to meet the need. Board Members advised they will look at this closely to see how it goes. *Northern Berkshire Solid Waste Management District* (NBSWMD) increased their assessment for the town, and it was noted that there are currently many things underfunded. It was explained that working the Transfer Station is not a one-person operation, and a suggestion was made for a second person to be a Senior Tax Program position as there needs to be at least two people to check what is being dumped. Recycling was explained and it was pointed out that it is not as easy as it was previously presented. Brush drop-off from landscapers was discussed and a suggestion was made to expand further and take paint and other items. Townspeople have expressed an interest in having an expanded schedule, and the issues with the current schedule are being worked out first. The second attendant currently is the Town's Custodian, who is doing this work on overtime so staffing needs to be worked out.

**Tree Warden:** DPW staff determines what areas to trim and when to use an outside contractor. When it needs a bucket truck it is contracted out.

**Cemeteries, Parks & Grounds:** This budget is slightly lower than the previous year. The capital purchase of the new storage is coming out of Cemetery funds from the sale of lots, which is a less expensive course of improving the existing building. Capital Expenses were listed as \$8,000 every year to replace some mobile equipment in rotation. Valley Street Field bathrooms need repairs. The Russell Field project is close to having a public meeting and the Board of Selectmen will be invited to go over the proposed design. It was noted that the engineer fielded questions about dirt parking and there were minor things to be adjusted.

**Recreation:** The Youth Center Summer Program is listed as \$15,000, which is the same as last year. The status of the previous year's \$15,000 was explained as pending a meeting to get it resolved. The only specifics needed regarding this year's funds are wording, and the Youth Center is being asked for a statement of intention for a description of their plans for the summer.

**Celebrations/Seasonal:** This budget decreased since many things were purchased and it is just replacing broken items.

**Wastewater Collection:** This budget has been level-funded. It was explained that funds take care of sewers and drains. The structural status of the Salt Shed was noted as being held together with Band-Aids and will require more work this year. The use of the Berkshire Group Purchasing Program was explained to regionalize for cheaper prices.



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**Wastewater Treatment – Operating Expenses:** A typographical error was noted in the fuel/diesel line that should read \$1,250. Superintendent Rumbolt expressed concern about needing to invest some money in the Plant since it is antiquated. Slowly investing funds will keep the Plant able to stay in compliance. In the past there were fines to come up to compliance and now the Plant is in the second phase of non-compliance. Concern was expressed that since 2012 the operating budget has been \$20,000 for parts and tools where one pump costs around \$12,000. It was noted that in 2008 the budget was \$40,000. It was explained that since there was nothing broken in the last couple years the budget was cut. A study was done by *Tighe and Bond*, who recommended a budget of \$50,000 to be in compliance. A meeting will take place with *Pritchard Engineering* to develop a plan and provide information to the Board thereafter. Influent permits are done every five years. The difference between the *Environmental Protection Agency* (EPA) and *Massachusetts Department of Environmental Protection* (MassDEP) was explained. The history of licensing was discussed. The Plant is not in compliance with MassDEP on a capital outlay with chlorinators and has until 2019 to come into compliance. The stormwater runoff plan and its anticipated costs were discussed, and an illicit discharge detection system will have to be planned to ferret out problems. *Berkshire Regional Planning Commission* is working with communities for NOI submission and a Stormwater Management By-law will have to be done. A study done on the sewer system is being reviewed by MassDEP. A recommendation was made for the Town to send letters to the flushable wipe companies to let them know they are not flushable. It was noted that the Harmony Street flushable wipe problem cost the Town \$18,200 and a submersible pump had to be installed. Another company had to be hired to assist with a super truck to vacuum out the grease and wipes. One community is looking at banning the sale of flushable wipes. Information was shared about chemicals, chlorinators and the failing 1962 scum pond. Replacement of chlorinators is estimated to be around \$40,000 and could reach \$60,000 if there are complications or engineering costs. The request is for the chlorinators now to be running by 2019 to meet MassDEP requirements.

**Public Buildings/Property Maintenance:** There is currently only one Custodian, but the salary is for one full-time and one half-time Custodian. The additional position needs to be filled. The travel stipend for the custodian was explained. The amount of the Town's electric bills was reviewed, and the amount of energy being generated by the solar field will be provided to the Board in the future. It was noted that the Wastewater Treatment Plant is the biggest user of electricity. Landscaping at the Roundabout and Train Station was discussed. The intent is to hire a local landscaper who previously did excellent and inexpensive work to maintain those areas. Maintenance of the grounds at the Visitors Center, Armory Court and other pocket parks was also briefly touched on. *Hoosac Valley Elementary School* (HVES) showed a \$250,000 investment in the building for repairs. A meeting was held to assess what the HVES School will require for maintenance. An architectural team or engineer will be needed for their expertise to assess what is a priority and what is an emergency. Once the scope of the work is created the Town will be able to move forward, but this is a place holder for the funds to be used most efficiently. It was noted that HVES is a building with architectural history and an important part of Adams. Rebuilding the auditorium would cost millions of dollars and materials cannot be gotten. The water meter replacement by the Water District was explained, and a municipality cannot be taxed. Board Members inquired asked about the Town paying for the light replacement on Park Street since the Water and Fire District is a separate entity with this responsibility. A joint meeting between the Board of Selectmen and the Water/Fire district was recommended to discuss this further. It was noted that the Town pays for the meters on its buildings. A request was made for the Board to receive a copy of the letter from the Water District.



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**Town Hall:** The increase in the budget was noted as being for trash removal, hydraulic fluids for the elevator, grounds and landscaping. The hedges need to be trimmed around the Veterans Memorial since cars cannot see around them. Dumpster locations and costs were discussed and a suggestion was made for the DPW to haul the dumpster over to the Town Hall for their trash removal. Not all of the trash can go to the Adams Transfer Station, and some must go to North Adams depending on what it is. Town Hall roof repair plans and other projects were listed. The Town Hall Roof Project should be ready to go out to bid mid-April and should be around a sixty-day project. A request was made for care to be taken with the copper rain gutters. It was noted that the clock tower would be bid as an 'alternate' so it can be included as one project.

**Adams Memorial:** Natural gas is increasing by \$3,000. The budget is continuing with no change but there it is hope that expenses will decrease with efficiency from an HVAC system. The final inspection for the elevator has been put off twice by the state, and the Building Commissioner is making inquiries about getting it done in a timely fashion. The past roof work was discussed and leaves in the drains were noted as an issue. Weekly checks of the building had been done and there is a twenty-year warranty on the roof membrane.

**East Street Community Center:** The building must be inspected once a year by the state and small items that are broken that are the Town's responsibility, not that of the Youth Center. A meeting will be held with the Executive Director of the Youth Center regarding their long term plans. The possibility of a formal lease agreement or purchase agreement would help both entities. The disrepair of the building was noted.

**Registry of Deeds:** The budget increased \$50 from last year. The *Registry of Deeds* has been a good tenant in the building. Information is being gathered regarding ADA updating for the building.

**Council on Aging – Personal Services:** An increase is due to a new position being proposed. If the Town is successful in getting grant funds, the Council on Aging would relocate to the Memorial School Building. This new position would conduct programming and operations and would allow the Council on Aging to significantly expand their services. It was noted that there has been interest in the Memorial School Building and the gymnasium recently. An explanation about the position's responsibilities was given and it noted it would be put in place during the final quarter of the next fiscal year. The *Community Development Block Grant (CDBG)* submission included the HVAC and new entry doors and windows in the back room. If funding is awarded this may be able to take place in September or October. The plans are bid-ready and the project would include a roof top HVAC unit, duct work, windows, and doors. If the CDBG funding is not awarded *Green Communities* funding may be able to improve the building with modern windows. An interested developer recently expressed a vision for mixed use. Different entrances with a separate egress for each and separate parking lots were outlined. The potential uses of the cafeteria were considered, and it may be used for senior meals a later phase. The plan for the use of the Visitors Center in the event of the Council on Aging move was discussed. Expressed interest from individual proprietors has been received. The Visitors Center building was pointed out as being the portal for visitors coming to Adams to use the Ashuwillticook Rail Trail, the Hoosac Valley Train Service and eventually the Greylock Glen Resort. The intent is to keep the building and make it expense neutral. Building revolving funds could be set up so rent comes in and remains in a fund just for that building. It was pointed out that this can also be done for the rental of the gymnasium in the Memorial School Building. The health insurance increase was explained as being proportionally higher for the Council on Aging because an existing employee elected to have insurance.

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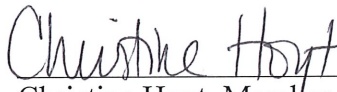
**Adams Visitors Center:** The budget for the Visitors Center decreased. Heating concerns were addressed and some offices were cold but space heaters offset the heating system deficits. It was noted that the back stairs area was quite hot. Lighting has been exchanged and was described as being more professional and brighter. The exterior of the building will be done soon, as well as carpet replacement.

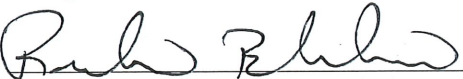
Due to the seventy-five day meeting time frame board will have to vote on the budget on Wednesday, March 28<sup>th</sup>. A brief review of the process took place.

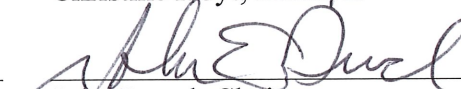
**ADJOURNMENT:** Motion made by Member Blanchard to adjourn the meeting, second by Member Nowak, Vote: Unanimous. Meeting adjourned at 7:52 p.m.

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
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Joseph Nowak, Member

  
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Christine Hoyt, Member

  
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Richard Blanchard, Vice Chairman

  
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John Duval, Chairman