



TOWN OF ADAMS

BOARD OF SELECTMEN MEETING MINUTES

WEDNESDAY, MARCH 8, 2017 – 7:00 PM
ADAMS TOWN HALL, 1st FLOOR, ADAMS, MA 01220

On the above date the **Board of Selectmen** held a meeting at the **Adams Town Hall** at 7:00 p.m. **Chairman Jeffrey Snoonian** presided the meeting. Present were **Members Joseph Nowak**, and **John Duval**. *Member Richard Blanchard was absent.* Also in attendance was **Town Administrator Tony Mazzucco**. *Town Counsel, Ed St. John III was absent.*

The Select Board Meeting was called to order at 7:00 p.m. The Pledge of Allegiance was recited.

READING OF MINUTES

- February 15, 2017
- February 22, 2017

Motion made by Member Nowak to waive the reading and approve the minutes for February 15, 2017 and February 22, 2017 as written

Second by Member Duval

Unanimous vote

Motion passed

PUBLIC COMMENT

Resignation of Selectman Harrington

Jeff Lefebvre thanked Arthur “Skip” Harrington for the service and years he gave to the Town of Adams.

School Committee Meeting

Jeff Lefebvre announced there will be a School Committee meeting tomorrow night, he hopes for a good turnout and hopes they make the right decision.

Town Budget

Jeff Lefebvre asked when the Town budget will be available.

Agricultural Fair

Jeff Lefebvre asked about how the *Agricultural Fair* is spending their money, and noted they are resisting giving information about it. He produced a copy of last year’s Citizen’s Petition for the Board.

Member Nowak advised he doesn’t attend any of the meetings, and only takes care of the grounds. He does not have knowledge about the finances and recommended asking the Treasurer. **Town Administrator Mazzucco** explained it will be included as a capital line in the budget this year as free cash so the *Agricultural Fair* will have to submit receipts and get reimbursement for costs. Town Meeting can choose to do something different if they choose.

Wayne Piaggi of the *Agricultural Commission* brought the question to the *Agricultural Fair* on Monday. He advised he went to the Secretary of Commonwealth and papers have not been filed since 2012. He called to verify it and their 501(C)3 is in jeopardy because they are not doing their paperwork. It could be suspended if the IRS gets the information. He said the *Agricultural Fair* said the Commonwealth needs to update their files.



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An explanation was given about the filing of a 501(C)3 through the IRS but not through the State Division of Corporations and that it may have been done on one and not the other. Board Members agreed to look into it.

BagShare Program

Francie Anne Riley announced that the BagShare Program will be held from 12:00 to 4:00 p.m. on Saturday and Sunday. Interested parties are encouraged to stop by the Former Firehouse Café during those times to participate. Bishop-West created a team and is participating.

NEW BUSINESS

Ratification of Grants and Program Manager

Pending ratification of the Board of Selectmen, Town Administrator Mazzucco appointed Jean Rice to the position of *Grants and Program Coordinator* at the recommendation of Community Development Director Donna Cesan. The position is 100% funded by the CDBG Grant Program, and is a Grade 10, Step 2 salary of \$44,305. The Town Administrator noted he has been trying to accommodate a Planner and also a Deputy Administrator but funding doesn't support it. An Administrative Assistant will be hired in a month or two to get Community Development back up to staff.

Motion made by Member Duval to ratify the appointment of Jean Rice to the position of Grants and Program Coordinator at Grade 10, Step 2 salary of \$44,305

Second by Member Nowak

Unanimous vote

Motion passed

Resignation of Board Member

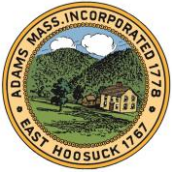
On March 2, 2017 Board Vice Chairman Arthur "Skip" Harrington submitted his resignation from the Board of Selectmen effective immediately after 8 years of service. Chairman Snoonian noted that Vice Chairman Harrington had made a personal sacrifice trying to help people of the Town of Adams. Board Members noted that Mr. Harrington is a good family man and an asset to the community. He was sent a letter from one Member wishing him well and asking him to reconsider his resignation.

Capital Improvement Plan

Town Administrator Mazzucco presented the Board with the *Capital Improvement Plan* (CIP). He noted that not all spending out of Free Cash is outlined and it has been seven years since there was a plan because the committee structure in the past broke down. There is a tracking system for projects. Department Heads and Boards were consulted and he put together a proposed plan over the next few years pending impact by grant funds. He reviewed the components of the plan as follows:

DPW Highways – Croteau Street needs engineering for reconstruction. Jordan Street culvert needs engineering. Murray Street pedestrian bridge must be done. The DPW Salt Shed needs repair.

Wastewater Treatment Plant - Two motors at Harmony Street pumping station need to be refurbished. Variable Frequency Drives for the main pumps need to be replaced. The rubber membrane roof systems need to be engineered and replaced or repaired on the rear portion of the building. A "Muffin Monster" needs to be purchased for the Harmony Street Pump Station.



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DPW Parks, Grounds & Cemeteries – The storage shed at Belleview Cemetery needs to be rebuilt and mowers, trimmers and smaller equipment need to be replaced. Bowe Field improvements are needed for the Agricultural Fair. Repair is needed to the stone wall at the Maple Street Cemetery. The black iron fencing needs completion at the Maple Street Cemetery. The total amount estimated is \$215,000.

Board Members inquired about the status of the \$15,000 for Russell Field that was allocated last year. It was noted that it has been in the Community Development pipeline and will be addressed shortly. The grant funds carry over until project is complete and cannot be used on another project.

Pavement Management – Overlay and curb work was outlined for Albert Street, Allen Street, Commonwealth Ave, Glenn Street, Reeves Street, Temple Street, Plunkett Lane, Pearl Street, Cook Street, Bellevue Avenue, North Summer Street, East Hoosac Street and Arnold Avenue.

Board Members inquired about adequate staffing and equipment to cover the outlined projects, and whether catch basins will be able to get proper attention. The Town doesn't have the equipment or staff required for anything more than patching and repairs so outside vendors will need to be secured.

65 Park Street, Old Town Hall – This building is currently leased to the Registry of Deeds. Accessibility needs an installation of a lift in the front of the building. Grant funding may be available. Window replacement in the building including the Police Station is necessary. Some of this may be able to be a Green Community project. Restrooms are very outdated.

Police Department – Safety glass needs to be installed and carpet replaced in the upstairs offices. Windows were not replaced in the 1997 renovation and need to be modernized. Brick repointing and repair needs to be done and the roof will need to be engineered and replaced. A second floor room is unfinished with insulation exposed, inadequate heating and air conditioning. Ducts would need to be moved around to complete this.

Library – The boiler needs replacement.

Town Hall – The roof needs to be replaced, including flashing and repair of damage to or complete removal of the clock tower. Window replacements as well as security enhancements for the building in the form of wireless cameras and a route entry fob system are needed to control access to the building. A timekeeping system is needed for employees and replacement of the carpet in the Treasurer, Town Clerk and Assessor's Offices. The main lobby and Board of Selectmen room will need to be done in Fiscal Year 2021. Security enhancements including safety glass and door changes are needed in the Treasurer's Office. Masonry at the front and rear of the building and the wooden gazebo need work. Fiscal Year 2021 would be replacement of carpet in Town Administrator's office and the two lobbies.

Board Members noted that due to no funding, some things were cut out of the budget or deferred. Questions were asked about the Rail Trail maintenance being put in the budget including the staining of the fencing. It was noted it was not put in this year's budget but the budget will have to try to accommodate it. It was brought to the Town Administrator's attention that the gazebo in the Town Common was in tough shape and needs work every couple years to be maintained. Park grant funding could be applied for after the Route 8 project is completed in a couple years.



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Community Development – The Depot Street project is scheduled for Fiscal Year 2018 and the 82 Summer Street lot needs to be graded and milled. Fiscal Year 2019 outlined a plan to get an engineering design for Hoosac Valley Coal and Grain and hopefully there will be grant funds for that. Due to the flood chutes and the railway corporate use would be unlikely so it may be turned into a pocket park or dog park.

Summer Street Parking Lot – The DPW can pave this unpaved parking lot for more parking with additional asphalt funds, engineering and proper drainage. There could be a park put there, or the Town could sell the land but it is not a buildable lot. The DPW would like to reconfigure the road to make it easier to plow. These could be grant funded projects if possible through Community Development.

Visitors Center/Council on Aging - Carports need to be created in for the COA vans at Memorial School to reduce potential for employee injury to get on the road quicker for appointments. The Town is going to see if MIIA will give grant money for safety services. There needs to be carpet replacement on the stairs and lobby, and a video and alarm security system and fob system will manage who is using the building. In Fiscal Year 2020 the HVAC System needs to be replaced. Fiscal Year 2022 will replace office carpeting and do brick repointing.

Fleet Management – This includes a rolling stock replacement plan for the DPW and PD. Fiscal Year 2018 will replace one cruiser, a dump truck and a one-ton pickup as well as a backhoe jaw bucket. The fleet replacement is scheduled for two trucks in two years. If there is free cash, one will be purchased in Fiscal Year 2019 and Fiscal Year 2020 the Town will have to borrow funds. The plan is to purchase one large truck every five years. \$50,000 for DPW Capital plus free cash totaling about \$100,000 a year will be needed to replace six trucks in a five year period. Other equipment including graders, another loader and backhoes, will need to be addressed. General fund money will be required to get on a regular replacement schedule. The Town will look at military surplus to see if larger equipment can be replaced.

Information Technology Structure and Equipment – In Fiscal Year 2018 the Town will replace the Police Department telephone system. Additional temperature sensors are needed in Town Hall for energy management. Board Members will need iPads and training classes. The Town needs an archiving system. In the next couple years there is a need to upgrade the wireless system and virtual host and a Windows upgrade will be needed because technology changes every year.

Board Members inquired how the technology is working with the Berkshire County Dispatch. There was an initial challenge with the IMC crime software system which should be resolved with a dial-in by VPN, which will cause the internet speed to increase.

C.T. Plunkett Elementary School – The Town needs to finish up the boiler roof, the cafeteria floor, the rear staircase, and brick repointing. Possibly a seasonal DPW worker can take care of the grounds. The roof leaking in the gymnasium would be dealt with if the building is not closed, and the ADA lift would be repaired. The Town will put engineering into the building.

Board Members asked how much it would cost to insure if the building was closed. It would cost \$40,000 to \$50,000 to insure, plus the cost of the seasonal employee. The Memorial School is the Informational Technology office, so it has a different cost for the heating system and the water has been drained from the bathrooms.



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Small Capital – This includes one-time things like the Emergency Shelter Kit which enhances emergency shelter supplies. Holiday decorations need to be updated so the Town still looks good.

Board Members inquired if Memorial School is still the Town's emergency shelter. It was confirmed this is so, because it has a functioning heating system, the alarm system is tested monthly, power and water is ready to go. The cafeteria does not adequately work but this is not a requirement. Memorial School also has a generator.

The Capital Improvement Plan Appendices were reviewed including the previous year expenditures, the proposed funding schedule, the list of capital projects deferred in Fiscal Year 2018, unaddressed capital expenses, capital projects on the horizon and the project numbering system to track projects over time.

Board Members will review the document and provide recommendations at the next meeting. The Town Administrator will provide the Board Members input from other departments and Boards at the next meeting. The Finance Committee was informed of the plan but did not work on it with the Town Administrator.

Richard Tavelli inquired from the Board whether the data in the plan was Fiscal Year 2017 numbers. Yes, numbers were based on today's estimates, and cost adjustments will be made as it goes along. The roof cost is a place holder, and vehicles are built in with estimated costs. Contingencies are built into the amount of the whole project, and will change annually.

Elizabeth Bushey commented on her enjoyment of the community and nature and the importance of looking at the buildings.

SUBCOMMITTEE/LIAISON REPORTS

Parks Commission

Member Nowak attended the *Parks Commission* meeting which addressed the *Adams Lassie League* which is parent pitted against parent, and it is affecting the children. He noted that the Town can't be mediators of all these situations and reminded everyone sports are for the betterment of the children. He expressed a desire for the groups running the leagues to find a common thread to work together.

Mohawk Woodland Partnership

Member Nowak advised he attended the meeting of the *Mohawk Woodland Partnership*. Legislation has now been submitted and sponsored by Representative Kulik because there needs to be a law to be officially started. A money discussion will take place regarding funds from the Federal Government for economic development for rural communities for this initiative. He will continue to keep the Board informed.

School Committee

Member Duval and **Town Administrator Mazzucco** attended the School Committee Audit and Evaluation meeting. There will be information in the budget process, and a meeting will be held tomorrow night where a decision will potentially be made whether to close a school.

DEPARTMENT REPORTS

Town Administrator's Report

There was no Town Administrator's Report submitted.



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Town Counsel Report

There was no report submitted by Town Counsel.

ANNOUNCEMENTS AND GOOD OF THE ORDER

Shelter at the Recycle Center

Member Nowak requested the Town Administrator expedite getting the shelter building put up at the landfill to protect the attendant from the elements.

Town Administrator Mazzucco advised there has not been one there for decades, and the shelter has been built by McCann only recently.

Member Duval requested the Town Administrator report on the schedule and status for building and electricity installation going forward.

ADJOURNMENT

Motion made by Member Duval to adjourn

Second by Member Nowak

Unanimous Vote

Motion passed

The Board of Selectmen Meeting adjourned at 8:41 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary

Joseph Nowak, Member

Richard Blanchard, Member

John Duval, Member

Jeffrey Snoonian, Chairman