



BOARD OF SELECTMEN

TOWN HALL BUILDING
8 PARK STREET

Wednesday, October 27, 2021, 5:30 p.m.

**BOARD OF SELECTMEN
MEETING MINUTES**

CALL TO ORDER: On the above date the Board of Selectmen held a workshop at the Town Hall Sun Room. The meeting was called to order at 5:35 p.m. by Chairman Duval. Present from the Board of Selectmen were Chairman Duval, Vice Chairman Hoyt, Members Blanchard, Nowak and Rosenberg. Also present were Town Administrator Green, Building Commissioner Garner, Community Development Director Coughlin, Finance Director Wojcik, Police Chief Kelley, Isaiah Moore, Brian Rhodes from iBerkshires, a MCLA student, and Administrative Assistant Dunlap.

NEW BUSINESS

Review water remediation work on Town Hall Elevator Shaft: *Building Commissioner Garner* explained that the Town Hall elevator shaft has been taking on water from the exterior and the piston. It was a project to be taken care of last year and was not taken care of at that time. A bid went out and most places won't come to Adams. An estimate was received from Hydracrete, and it was explained it would be approximately a five-day project for \$16,350, plus supervision costs. He reviewed the labor rates and parameters. Per Massachusetts General Law an elevator person is required to be there during the repair, or the Town would be out of compliance with the regulations and Town Hall would have to be closed. It was explained that this would be going for a Reserve Fund Transfer request, and had come in as an issue when the elevator contracts were renegotiated. The former DPW Director was managing it until his departure and the Building Commissioner then took it over. It was clarified that Otis Elevator would be overseeing the work, at \$375 per hour. The elevator maintenance schedule was reviewed, and Otis Elevator responsibility for maintenance was outlined. It was pointed out that this needs to be addressed. Materials and labor for Hydracrete to do the work was noted as \$16,350, and Otis Elevator oversight is expected to be \$12,500. The total amount is expected to be \$28,850, barring unforeseen issues. It was noted that the repair is comprehensive for the water mitigation issue. The repair will seal the exterior for winter with either concrete or flexible sealant. The exterior sealing will be done in-house and address standing water outside which comes into the boiler room. Landscaping is being tapered, and there will be a pump inside because if the boiler keeps taking on water the Town will lose the boiler. *Member Nowak* inquired about the status of the Reserve Fund, and approximately \$160,000 is available. Free Cash is certified in January.

Winter Parking Ban discussion: *Town Administrator Green* gave a brief history of the parking ban in Adams. He noted that the Town received feedback and a request to move to a storm emergency model. A year ago, the Board of Selectmen tested this and will review it. *DPW Operations Supervisor Cota* advised that most streets are narrow without snow. When cars are in the road and people are removing snow from sidewalks, it makes the road even more narrow. He explained that on some roads, emergency vehicles cannot get through and expressed concern about liability if the Town staff is plowing and hits a car. He pointed out it is imperative to keep the integrity of the road and if it becomes icy the Police Department is required to remove vehicles, which makes it more difficult.

As winter progresses, it becomes impossible to keep up with the cars in the road and it becomes a more difficult process. He emphasized that with the quick freeze storms that have been coming and with cars in the way it is a higher risk for damage to the trucks and creates a waste of material to get ice removed. It was noted that when requested for car removal, a tow truck can take hours. *Police Chief Kelley* added that the police are emergency personnel, and adding this on top of staffing the current shifts with limited manpower, running plates and contacting people to remove cars takes them off of the street. He explained that if the Town requests a vehicle be towed, the Police Department has to pay for it and recoups the funds when the owner picks up the car. *Member Nowak* advised that rental units have no place to park. He advised he had seen what the DPW was reporting, cars on the street making it difficult to maneuver around them, and ice buildup on the streets. He noted that it then requires the DPW to come back and do the work twice. He reported that he had received calls from people that did not like the change to the ban, and that when there is a ban there are no exceptions and everyone is aware of it. *Member Rosenberg* expressed that what is decided needs to be clearly articulated and communicated to the public. *Town Administrator Green* reviewed the Reverse 911 communication that has been used, as well as the media use to provide the information to the public as well as possible. *Police Chief Kelley* advised that the communication system used in the past was well done, but it was a culture change and a shock to people. He noted that everyone knows when the ban is. *Chairman Duval* pointed out that a storm can come in at any point during the day and a Snow Emergency can still be issued. It was clarified that the parking ban is for overnight, and most people work during the day. It was pointed out that with advanced forecasting, a Winter Storm Emergency can be declared to advise no cars are to be on the roadway between set hours. It was explained that visibility is better during the day but white-out conditions still happen and if a vehicle is hit there is a liability issue. *Vice Chair Hoyt* inquired how many tickets were issued, how many cars were towed, and how many calls were made in the last year regarding this issue. It was advised that no exact numbers were immediately available but there were quite a few and they were consistent. It was explained that due to limited manpower and the time it takes, the resolution was wanted to take place very quickly. It was suggested that if the roads are narrow now while the weather is nice, a recommendation would be that the Traffic Commission look at creating no-parking on these streets year-round. A list of these streets can be provided for the Traffic Commission to review. It was suggested that those without proper parking may park their vehicles in the Town Renfrew and Kearns Lane lots. Town parking lot snow removal was briefly reviewed, and it was suggested that citizens that purchase stickers for the lots be told upon purchase of the snow removal process to support the DPW with ease of snow removal. *Town Administrator Green* advised this is a project for the Parking Control Officer to manage.

Presentation on Pavement Preservation by Art Baker, Regional Manager, Indus Road Technologies: *Art Baker of Indus Road Technologies* gave the Board Members a presentation and it was explained the company has been used by the Town for crack sealing. *Mr. Baker* advised he is a former DPW Director from Greenfield, and Indus Road Technologies is from Braintree, MA. He reviewed the pavement management plan, and noted that the company also does bridge preservation, crack sealing and micro-surfacing. Road preservation will give pavement life extension for low cost. A network approach consists of multiple treatments with available funding. He pointed out that Adams has a pavement management plan from 2017, which is dated. To have a full-fledged plan drawn up, the cost would be \$20,000, but it would provide a pavement condition index for all roads. He reviewed the repair methods and unit costs, and a roadway forecast model for five years. He explained roads will decline every year if maintenance is not done properly. The price of asphalt cement and liquid asphalt were reviewed and it was pointed out that it has increased significantly over the last few years.

As it has become unaffordable, Towns must find other means to get the work done and this is why pavement preservation is needed. It was explained that asphalt doesn't last as long, and it has come from out of the country and uses recycled asphalt. An asphalt deterioration curve was reviewed, and it was pointed out that there is only a short opportunity to maintain the road before it deteriorates. Pavement management concepts to optimize limited funding were reviewed. Road treatment alternatives from low cost to high cost were listed in order as crack sealing, fog sealing, single surface treatments, double surface treatments, thin overlays, mill and fill, rehabilitation and reconstruction. Estimated surface life and costs were charted out. Board Members inquired about how much work is done every year, and it was pointed out that in a good program it chips away at it for approximately \$250,000 to \$300,000 annually with crack or fog sealing, and surface treatment on alternating years. Crack sealing in the past was noted as peeling up when plowed, but it was pointed out that with the quality of the crack sealing done now it should no longer happen. A proposed example for Adams was reviewed, and with the preservation approach it was estimated to cost \$342,144 annually. If the worst roads were addressed first, it would cost an estimated \$859,162 annually. It was noted that it would require an annual budget to do the worst roads first of more than what the Town gets annually for Chapter 90 funds. A progressive pavement management preservation program versus a rehabilitation preservation program were compared as \$36 per square yard per year and \$60 per square yard per year. It was pointed out that the only preservation program the Town has done in the last few years has been crack sealing. *Mr. Baker* advised he would help create a plan for Adams and drive the streets with the DPW Operations Supervisor to get a good list of what roads to work on. Micro-surfacing was explained in detail. *At 6:48 p.m. Vice Chair Hoyt left the room.* *Mr. Baker* advised that he is certified through the Massachusetts Operational Services Division. *Member Nowak* expressed concern about tractor trailer traffic causing the pavement to "belly" due to the weight of the vehicles and there, as well as freezing and cracking. He noted the roads on hills are peeling and losing their banking, and advocated against use of salt. *Mr. Baker* advised that salt does not damage asphalt. *At 6:50 p.m. Vice Chair Hoyt returned to the meeting.* It was noted that the other concerns brought up may move the pavement and cause cracking, and other chemicals could impact the asphalt, but not salt. It was pointed out that catch basins are breaking due to the thawing and freezing they experience and keeping pipes and swales cleaned helps reduce this issue, but the Town needs enough resources to do so. *Member Rosenberg* inquired if the DPW has a good financial management plan to make good decisions, and it was confirmed that with the full team of the DPW Operations Supervisor, the Finance Director, the Community Development Director and the Town Administrator it can be successful. It was pointed out that unless the state changes the Chapter 90 formula for funding, the Town will never have enough. Best practices and their funding were briefly discussed, and it was pointed out that it is a cost to benefit prioritization formula. Examples were given to illustrate this. A preservation program strategy with five preservation treatments to make money go further was explained in detail. *At 7:05 p.m. Member Rosenberg left the room.* A side-by-side example of a roadway owned by two different jurisdictions and handled on each side differently was presented to show one side of mill and fill and the other side of mill and fill, crack sealing, and micro-surface sealing to show the benefits of the multi-treatment program over time. *At 7:07 p.m. Member Rosenberg returned to the meeting.* *Town Administrator Green* suggested adopting the program and any time a roadway is touched it would be put in the preservation program. *Member Rosenberg* asked for metrics on spending funds up front to add value in the long term. It was noted that the Town is entering into "budget season" and the Town Administrator will review it and this will inform the budget. It was pointed out that the Town has deferred maintenance on the roads for too long.

The Board took a brief recess at 7:16 p.m. and resumed the meeting at 7:22 p.m.

Review proposed backhoe purchase by DPW: *Town Administrator Green* advised the DPW lost the backhoe back in January and received quotes. It was intended to program the backhoe into the Capital Program, but funding was not as robust as hoped. A purchase was researched through Chapter 90 funds, as it cannot be funded with other programs. *DPW Operations Supervisor Cota* noted that the current backhoe is fourteen years old, and requires approximately \$60,000 in repairs. He pointed out it is no longer cost effective to get it repaired. He noted a used unit has a front bucket, digging bucket, and clam bucket. It is able to grab trees, and provide safety for excavating drainage and sewer issues. The front bucket will push up snow piles, and load loam and gravel onto trucks. The use range of the unit would be expanded over the one needing repairs. It was explained that the expected life of a backhoe unit is approximately ten years if well maintained and the current backhoe has outlived its useful life. A loader that has rotted away is being kept and maintained as useful equipment for the Wastewater Treatment Plant. The risk for breakdown with the Wastewater Treatment Plant use is little to none. It was explained that a specific sized piece of equipment is needed, which reduces choices. The unit recommended is a Hydradig at the cost of \$177,000. A Volvo is \$17,000 cheaper, with a good warranty and a good trade-in. *Town Administrator Green* advised he looked at two Volvo units. One was too small and the second was tested and he was pleased with it. He noted it would be paid for out of Chapter 90 funds over a five-year period at \$33,000 per year at 2.6% interest, which is just under \$8,000 in financing charges. \$160,000 is the anticipated total cost. It was noted that the ability to finance it was the better approach but the Board has to approve it. A three-year plan could be done but as Chapter 90 funds are precious it is advisable to plan it out further. It was pointed out that the backhoe is out of service again today and being worked on. *Member Rosenberg* inquired how the new unit would increase productivity. It was explained that most of the drainage system is comprised of old piping which is failing at the same time due to its installation. This unit would give the DPW the advantage with its turning axis to keep the traffic flowing on one side of the street without having to shut down the roadway. It was asked whether the cost of the unit was offset by the efficiency in man hours. It was pointed out that the only way to use Chapter 90 funds is to own it outright, rather than leasing the unit. As equipment is not getting any cheaper, this was noted as the best way to pay for it. It was emphasized that it has become enormously difficult to get equipment due to current supply and demand problems. *Chairman Duval* advised he looked at the machine and praised it. He explained that the payment plan was utilized for the sweeper a few years ago. Lenox has a current unit, which is made in Germany and they have had no issues with maintenance. It was pointed out that parts are likely high cost. The diesel vehicle was noted as being four wheels and ruggedly built to be able to go anywhere needed. It has a camera system all around, ergonomics, is safe and easy to run. The fleet was described as aging, and if a breakdown happens in winter it is tough to get parts. Board Members were invited to come to the DPW Garage to view the unit. Chapter 90 funds were noted as being at \$391,000 and if the paver is purchased it would be at \$325,000. A brief review was made of Chapter 90 funds and its formula, which is based on road miles, employment and population. The Town receives \$285,000 annually in Chapter 90 funds. It was explained that the population loss affects the amount of Chapter 90 funds. There is \$200 Million for Chapter 90 in the state, which has not changed over the years, but the cost of work has gone up. It was explained that Chapter 90 funds are used for roadway work, and equipment purchased with the funds must be highway or road related, and has a size minimum. The funds can also be used for engineering and design, which was what the Town used for the Commercial Street project. It was explained that VHB utilized funds for the 25% design requirement for the Bike Path Extension, and the Howland Avenue project will also use the funds, but is approximately five years out.

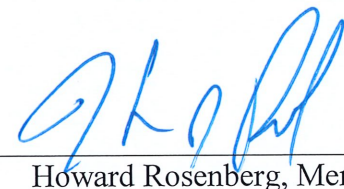
Discussion on proposed purchase of road paver by DPW: *Town Administrator Green* advised the DPW could do quite a bit of work in-house with a paver, which would cost \$150,000 to \$213,000 using the state bid list and Chapter 90 funds. *Chairman Duval* noted that contractors are hired to do paving projects and the Town could pave the smaller streets in-house instead of hiring a contractor to do it. *DPW Operations Supervisor Cota* advised that in 2018 some roads were done, and the costs were reviewed. Currently the blacktop cost is \$66,000 per ton, and the DPW budget is \$35,000 for blacktop. If done in-house, three to six streets could be done in a season if there are trucks, a roller and the blacktop to seal the surface instead of constant patching. Resurfaced roads will get longevity out of the road and support the taxpayers. He pointed out that the DPW is still patching roads from last winter and with a paver they would be able to catch up on the roadwork. It would create a reduction of additional contractor costs, which have doubled since 2018. It was explained that the Town has to take a more aggressive approach to manage the work. It was noted that a 2017 model was \$148,000 with 75 hours use as a demo, but additional research is needed. *Member Nowak* advised pavers are high maintenance and messy. The Town has been getting blacktop from Pittsfield, which takes dump trucks and staff away from other duties. Manpower numbers and deployment strategies were discussed. The impact on manpower needs was touched on. The DPW annually puts down eight ton of blacktop, but some roads don't need milling, and a small milling machine could be in the equipment rental line item in the budget. This machine would not be utilized for an area like Howland Avenue, but instead to put down a 2" overlay in spots on residential areas. There would be a three-year moratorium on the surface and if it is done in-house it would be five years. Staff skills and knowledge was briefly touched on and it was pointed out that the Town is constantly looking at things and how to make them better and more efficient. It was explained that Cheshire and Williamstown both just purchased pavers as well.

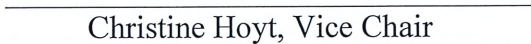
ANNOUNCEMENTS, GOOD OF THE ORDER: *Vice Chair Hoyt* announced that the Pumpkin Walk will take place tomorrow, Friday and Saturday. The Halloween Parade begins 3:30 p.m. on Sunday. She advised that the Berkshire County Selectmen sent communication regarding a recent study that has been sent to Board Members' email this evening. *Member Blanchard* praised the DPW for the efficient response to the tree that fell across Orchard Street. *Town Administrator Green* announced the current Town vacancies. *Community Development Director Coughlin* introduced Isaiah Moore, who will be taking on the Financial Assistant position for the Community Development Department. A brief review of the Town Hall Event put on by District Attorney Harrington took place.


ADJOURNMENT: *Motion made by Member Blanchard to adjourn, second by Vice Chair Hoyt. Vote: unanimous. Motion passed. Meeting adjourned at 8:10 p.m.*

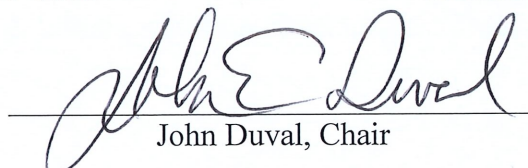
Respectfully Submitted,
Deborah J. Dunlap, Recording Secretary


Joseph Nowak, Member


Howard Rosenberg, Member


Christine Hoyt, Vice Chair


Richard Blanchard, Member


John Duval, Chair