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FINANCE COMMITTEE

TOWN CLERK  
ADAMS MASS.

TOWN HALL BUILDING  
8 PARK STREET

MEETING MINUTES

Tuesday, June 4, 2019, 6:30 p.m.  
1<sup>st</sup> Floor, Board of Selectmen Meeting Room

**CALL TO ORDER:** The Finance Committee held a meeting on the above date. The meeting was called to order by *Chairman Burdick* at 6:30 p.m. *Vice Chairman Cowie* and *Members Kleiner, Corrigan, Demastrie, Foster, Tomkowicz, Lesure, Cushenette* and *Parrott* were present as well as *Community Development Director Cesan*, and *Board of Selectmen Chair Hoyt*.

**REORGANIZATION:** *Chairman Burdick* opened the floor to interest on structure reorganization of the Finance Committee. *Member Tomkowicz* inquired about the position of Chair being for one year so the Chair is not burnt out. It was explained that it is a one year position but nobody else has been voted as Chair for eleven years. *Member Kleiner* recommended going forward with the reorganization vote this evening. ***Consensus was reached to put the Reorganization on the next meeting agenda for a vote.***

**APPROVAL OF MINUTES:** The minutes for May 28, 2019 were submitted for approval. ***Motion made by Vice Chairman Cowie to approve the minutes for May 28, 2019, second by Member Lesure. Voted in favor were Members Foster, Tomkowicz, Corrigan, Cowie, Demastrie, and Parrott. Abstention by Members Kleiner and Cushenette. Motion passed.***

**RESERVE FUND TRANSFER REQUEST:** A request was made for a Reserve Fund Transfer of \$60,000 from 02131-58010 (Reserve Fund) to 06190-58801(Capital Projects, Buildings-Town Hall). *Community Development Director Cesan* gave the Committee Members background information on the Town Hall Roof Project. She reviewed the bidding process and advised that the low bidder was Titan Roofing. She explained that there were several alternates bid into the project, to segment out some of the work and accept if there was adequate funding. The Town accepted four alternates, and one addressed the rot on the Clock Tower. She noted the age, height of the building and the pitch of the roof which combined create a difficult project. She advised that issues were observed with the chimneys, dormers and the Clock Tower. During the period of time between the appropriation and getting the contractor on board the problems worsened but the extent of the issues were not known until project began. She noted that EDM provided proposed change orders and gave an explanation for each of the change orders and their costs. Brief discussion took place about wooden shakes. Hardy Plank is recommended for longevity and easy maintenance. The replacement of the siding to the upper portion of the Clock Tower was discussed and the siding on east elevation of the Clock Tower is not part of the original scope. Chimneys need to be repointed and possibly capped if not needed for air escape. It was pointed out that if the building envelope is tightened up and protected it should last for the next 25 to 30 years. It was explained that the building is not on the historic register so does not require historic compliance. It was explained that the building is historic, and a restoration plan dated back to 1979 for this recommended type of building for that designation but it was not pursued. The Town has tried to replace items in kind. The use of copper was noted as it has sincere longevity and was recommended

by the architect so it doesn't need to be repaired soon. Discussion took place on how many chimneys are working and lined. An inquiry was made regarding whether the front steps will be repointed, and the information has been provided to Town Administrator Green. It was noted that some mortar has been lost and patch jobs that had been done were not appropriate. It was explained that the building is in good shape and the Town needs to do a better job of upkeep as it costs more to defer maintenance. It was explained that the bids were done in a step by step approach to consider both the building and its history. An inquiry was made about repairs done in the mid-2000's and it was explained that it was not a structural problem but decorative siding and trim work. The use of Hardy Plank is expected to get up to 25 years use. Concern was expressed that there was a structural problem with the Clock Tower 10 years ago, and it was not painted so it has deteriorated. It was noted that the original letter for the Reserve Fund Transfer was for \$50,000 but the actual request is for \$60,000 because the cost of the scaffolding is \$850 per week. The architect reported a range of \$15,000 to \$25,000 for a structural engineer to address issues with the chimney. It was clarified that if it is not done for the next five years the repair costs would be potentially triple. The Transfer would eliminate a lot of the mobilization costs for taking down and reinstalling scaffolding. It was explained that the architect viewed as much as possible from a ladder but could not access it to see the extent of the damage until the scaffolding was up and he pulled off the shakes. *Vice Chairman Cowie* clarified how much money was allocated for the project before the change orders were produced. Other allocated funds for the building were put in by the former Town Administrator for FOB and camera systems which were not installed. He noted that the windows were not done and it was explained that the building is a masonry building and new windows will not create any savings or make the building more efficient so it would be foolish to replace the windows. He inquired if the windows on the dormers were being done and it was explained that the project does not touch the windows, glass and glazing, but just the clapboard and flashing for the sides of the dormers. The framing was checked and is in good shape. From the allocated funding some of the carpets were done and \$12,000 of Community Development money was also used to try to stretch Town funds as far as possible. It was clarified that this is a capital appropriation that is automatically encumbered if not used. *Vice Chairman Cowie* expressed dissatisfaction and stated that the deterioration found was not an unexpected expense. He pointed out that in 2014 the Town used \$50,000 for an inspection, and inquired why there was not a warrant article for Free Cash instead of asking for a Reserve Fund Transfer. It was explained that due to the requirements of public bidding there are a number of factors that affect the bid price and a lot of things can go wrong with a difficult project. *Committee Members* debated whether this was a properly handled project and whether a request for a Reserve Fund Transfer was appropriate or whether additional funds should have been appropriated initially to cover additional issues. It was pointed out that if \$100,000 was allocated for costly change orders a contractor would be likely to find a way to spend it, and this is why departments come to a Finance Committee Meeting to hear a presentation and see whether the work and funds are necessary. It was explained that the prior Town Administrator set a very narrow scope of work. Community Development Director was asked to put cash aside in the future before doing a project. *Member Corrigan* pointed out that the building is over 100 years old and once the work begins it is not unusual to find unexpected items that have to be fixed. He expressed that he did not feel this was an abuse of the Reserve Fund and that covering the electric bill was an abuse of the Reserve Fund. An inquiry was made about whether contingency funds were set aside and if they were used. *Community Development Director Cesan* explained that a decision was made to pick up an alternate on the bid and after visibly seeing the decay on the Clock Tower, made the decision to put in \$12,000 from the Community Development Fund to get as much deterioration addressed as possible.

*Motion made by Member Cushenette to approve the Reserve Fund transfer for \$60,000, second by Member Kleiner. Vote: unanimous.*

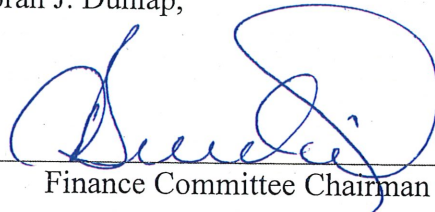
*Chairman Burdick* noted that if there are ever questions or concerns about the budget it should be brought the Finance Committee's attention. *Community Development Director Cesan* discussed involving the Finance Committee earlier on in the process. She noted there is a need to talk about putting back together the Capital Improvement Planning Committee in order to work more effectively and get more information in advance.

#### **ADJOURNMENT**

*Motion made by Member Corrigan to adjourn, second by Member Tomkowicz. Vote: unanimous. Motion passed.*

*Meeting adjourned at 7:25 p.m.*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary



Finance Committee Chairman