

Meeting Minutes

Town of Adams Board of Selectmen

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TOWN CLERK
ADAMS

May 14, 2014

Board of Selectmen Workshop Meeting

On the Above date the Board of Selectmen held a meeting at Town Hall at 6:00 p.m. Chairman Harrington presided, and present were members **Arthur Harrington, Joseph Nowak, Richard Blanchard, John Duval, and Jeffrey Snoonian**. Also in attendance was Town Administrator **Jonathan Butler**.

Meeting was called to order at 6:07 p.m. by Chairman Harrington.

Motion by Member Blanchard to change Agenda Order and have Adams Free Library Renovation Project first for discussion

Second by Member Duval

Unanimous vote

Motion passed

OFFICIAL BUSINESS

Letter to the Board of Selectmen

Chairman Harrington read a letter from Town Administrator Butler indicating he would not be pursuing a third contract with the Town of Adams, that he intends to pursue other professional opportunities in the region, and that he intends to remain at the service of the Board of Selectmen to assist with the transition plan. A transition plan will need to be done soon to search for a person to fill the position.

Adams Free Library Renovation Project

Tom Chalmers, architect working with Austin Design, made a presentation to the Board. Tom did a survey to address code issues, and to make recommendations regarding the replacement of the heating system, handicap accessibility, and roof replacement. Austin Design has done other work in other towns, and Tom Chalmers personally had renovated 12 to 15 schools. He works generally with Boston Estimating Services, who works in public sector with large scale projects.

Roof

The roof of the Library would be replaced, and metal flashings put in place.

Handicap Accessibility

The building was accessed for better handicap accessibility, and the current accessibility is from the sidewalk. Last Fall, a significant amount of time was spent evaluating if there could be a handicap accessible entrance to the front. The combination of the short distance and the height makes it too challenging.



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Boiler

In assessing the cost of the retro fit, because of the existing system and the nature of the building, and the actual amount of money saved per year would be estimated to be \$7,000 or so. It would be a 30-year payback. It would more economical to replace the boiler. The \$975,000 that is good for 3 years, could be used to replace the boiler to use more efficient heating oil products. There is currently just one boiler in use, and a two boiler system is proposed for increased efficiency. The tanks are right in the basement, and will be removed. The supply part of steam piping will be kept. It will be a hot water boiler, not boiling water and should have no air hammers, which come from steam. The two boilers will merge and be piped together. If demand is low, only one will kick in. Windows were replaced recently and they are pretty energy efficient.

Select Board reached a consensus to move forward with the project.

The project will be advertised on the 28th of May in the paper and central register, and a pre-bid conference will take place the first week of June. Sub-bids will be due in on Thursday, June 12, and final bids on Thursday, June 19th. Drawings are ready 100% and everything is ready to move forward.

Annual Town Meeting Warrant

Salaries

The Town of Adams has three Elected Officials, the Treasurer/Collector, the Town Clerk, and the Assessor, whose salaries get set at annually at Town Meeting and would have to be changed by Town Meeting. The amounts were voted upon last year in Town Meeting, plus the 2% requested by the Elected Officials. They are not part of the Town salary administration plan, so they don't fall under the cost of living adjustments that are negotiated for other departments. They are not contracted, so they have their salaries set annually, as do the other elected officials by Town Meeting.

Parking Meter Fund

The Town used to collect around \$30,000 annually when there was more parking, and this helped fund the plow truck. It offsets tax-payer funding for operating expenses.

Adams Memorial Building

The budget amount was ascertained from the amount that Select Board had previously voted on. \$15,000 would be for natural gas to deter further erosion of the building in Winter, \$2,000 for minor repairs, and the other costs are servicing the elevator, and building maintenance.

Debt Service

The primary reason it is going down is that we are not making a payment on the Old Town Hall Project, which was a 3-year payoff.



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Principal on Maturing Debt

- **Town Hall/Police Station Bond** has 13 years remaining, with an interest rate of 3.5%.
- **The Wastewater Treatment Plant Bond** has 10 years remaining, with an interest rate of 2%.
- **Tropical Storm Irene and FY2011** balance of capital have 3 years remaining, are locked in at an interest rate of 2.4%.

When capitalizing the Library next year, it will be packaged with some of these other items to see if a better rate can be obtained.

Transfer to Special Funds Discussion

Article 10 handles *Free Cash*. A large lump sum is used each year to offset the impact of the tax rate, and it goes into the operating revenue. There is a formula for how much free cash is used. Free cash is certified, and \$650,000 is maintained to roll into the next year, and the remainder is used on Capital and offsets the tax rate.

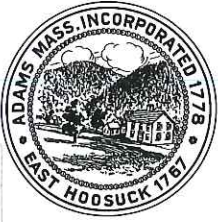
Article 12 handles the *Town Compensated Absence Fund*. Approximately 100 years ago, people could accumulate sick leave and cash out a percentage of it. When some employees retire they go home with pretty large sums from this accumulated time, and this fund fills those sums. The fund will be less and less necessary going forward because of collective bargaining changes and updated rules and regulations. Everyone hired under the old rules has to be grandfathered. As the people are retiring, the fund will be able to reduce.

Article 13 requests that \$175,000 be appropriated into the *Reserve Fund*, which the Finance Committee controls. The balance of the reserve fund every year rolls into the *Stabilization Fund*.

Article 15 is the *Cemetery Investment Fund*, which is managed by the Cemetery Commissioners, an individually elected board. They have two funds; cemetery care, and professional investment. Money is only spent off the interest that their two accounts generate, and they requested \$1,500 to make repairs to the wall that runs along the Maple Street Cemetery that separates the cemetery from Valley Street.

Articles 16 and 17 allow the Town Meeting to authorize the Town to apply for CDBG and USDA Grant Programs through the Federal Government. They require legislative approval, through Town Meeting.

Article 19 authorizes the Treasurer to do short term anticipation notes, tax and revenue anticipation notes, and when the Treasurer infrequently has to do something like this the Board of Selectmen have to approve it.



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Article 20 is regarding bids that require deposits.

- *Bid Specification Revolving Fund* balance is \$807.00.
- *Sanitary Sewer Revolving Fund* is there in case another big sewer project is done where people have to pay to buy into it; there are new developments now, and there is no money in the fund.
- *Promotional Revolving Fund* handles any money the Town makes through sales of Town items like coffee mugs, etc. \$420.00 in this account, and may be used for the Half Ticks program in the future.
- *Library Revolving Fund* is for copier fees, late book fees. It currently is at \$4,700. Used for new books, small supplies to make the library a better resource.
- *Recycling Center Revolving Fund* is all the scrap metal that is collected at the Northern Berkshire Solid Waste Management, and the Town gets approximately a couple thousand a year. The fund has not been used much, and when the fund is maxed out it goes into the General Fund.
- *Inspection Services Fund* is a constantly rolling account, and is how the Town pays the part-time inspectors. Building Inspector is full-time and paid separately.
- *Parks and Recreation Revolving Fund*, created years ago for user or leak fees; this fund has not been used, so it is an empty account.

Article 21 is a chart of the annual salary administration plan, including the 2% increase for the upcoming year for Union and Non-Union employees.

Article 22 covers the *Roundabout Project* and temporary and/or permanent easements, which allows the Town to formally accept the easements.

Motion to suspend rules to vote on Warrant Articles made by Member Duval

Second by Member Snoonian

Unanimous vote

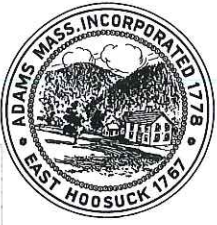
Motion passed

Motion to approve the Warrant Articles to send to Town Meeting by Member Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed



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Reserve Fund Transfers

There are two Reserve Fund Transfers needed as the end of the Fiscal Year approaches.

- *Treasurer's Operating Account*, an addition of \$18,000 pertaining to Legal Services. The Treasurer had begun doing work pertaining to Tax Titles which is not finished, but is further along. An estimate of doing work for the rest of the fiscal year on some of the open issues would be \$18,000.
- *Electric Funds Needed* are \$98,000 because the Solar Site was not operational until January, and the Budget was written expecting it was going to be late July or early August. The savings worked into last year's budget proposal were therefore not realized. The Town has \$36,000 in credits from National Grid for energy produced in the first 2.5 months of the projects that the Town can't cash in, that exceed the bills that need to be paid. The Town will be \$36,000 ahead in the next Fiscal Year because of the credits. Next year there is \$115,000 proposed in the budget, and spending will not go over that because the site is completely operational and the savings seen now are keeping the Town well within that level. In addition to that, the extra \$36,000 in credits will be available to start paying the bills.

Subcommittee Assignments

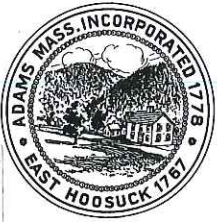
Subcommittee Assignments will be put on the next Workshop Agenda. Board Members are requested to give any questions or suggestions to the Chairman.

Berkshire Regional Planning Board will be looking for an Alternate, which will be assigned by the Chairman of the Board. This is the only Subcommittee restriction.

Hoosac Valley High School meeting *Friday, May 16, 2014 at 10 a.m.* Member Nowak will try to attend.

OTHER BUSINESS

VFW Request for a Proclamation will be added to the Agenda at the next Regular Meeting.



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Motion to adjourn made by Member Duval

Second by Member Snoonian

Unanimous vote

Motion passed

Meeting Adjourned at 7:42 p.m.

Respectfully Submitted

By Deborah Dunlap for Melissa Schaffrick

Recording Secretary

Arthur W. Harvey
[Signature]
John E. Duval

Bruce Allen
Joseph J. Nowak