

# Meeting Minutes Town of Adams Board of Selectmen

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TOWN CLERK  
October 8, 2014

## Board of Selectmen Workshop Meeting

On the Above date the Board of Selectmen held a workshop meeting at Town Hall at 7:00 p.m. **Chairman Arthur Harrington** presided. Present were **Members Richard Blanchard, Jeffrey Snoonian, John Duval and Joseph Nowak**. Also in attendance was **Interim Town Administrator Donna Cesan**.

**Meeting called to order at 7:00 p.m. by Chairman Harrington.**

## OFFICIAL BUSINESS

### *Memorial School Use for Holiday Market*

**Interim Town Administrator Cesan** advised the Board that the Tourism Director had polled vendors from the summer Farmer's Market and they would like to hold an indoor Holiday Market on November 16, 2014. 20 to 30 vendors are interested in participating. There are limited venues to accommodate this event, so the suggestion was to use the Memorial School for the one-day event.

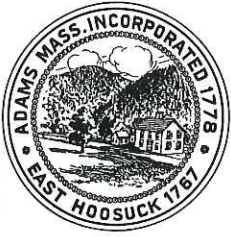
### **Building Preparation**

The Town's Building Commissioner, DPW Director, Tourism Director and Community Development staff met to review what would be needed to make this event happen. The biggest hurdle is getting the toilets ready for use for the event. Adams Plumbing and Heating did a site visit today, and they indicated they would have a quote for the Town within the next couple days. If the amount comes to \$4,000 or \$5,000 it would become cost prohibitive. The money would come from the building maintenance budget, which includes the heating budget.

Preparation for \$500 can be accomplished by DPW staff, such as emergency lighting, cleaning of the gymnasium and light buffing, cleaning of the bathroom and hallway areas. If the alarm system couldn't be ready in time, a firefighter would need to be there on sight during the event. The cost could be addressed through the fees charged by the Tourism Department. The expectation was that everything could be done for a few thousand dollars, and it would not be a big expenditure. It would be a move toward having the building ready in May for voting, but since the Town Clerk has advertising requirements she couldn't use it for this November.

### **Water**

The water to the building is currently shut off. The issue is whether the water needs to be charged throughout the entire building on all floors, or if it can be limited and controlled just to the bathrooms on the main floor. Adams Plumbing and Heating will make that determination and, and if not possible they will be asked to install shutoff valves, depending on the cost. If it is cost prohibitive, portable toilets would be considered for the event. The water may need to be drained and shut off again, but it wouldn't need to be done all over again. Whatever is invested would not be just for this event.



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**Tourism Director Samantha Talora** added that if plumbing could not be up and running, she would prefer to use the Visitor's Center rather than inconveniencing anyone with portable toilets. She would only be able to accommodate 14 vendors, as the venue is much smaller. Food vendors would set up in the parking lot.

### **Insurance and Inspections**

The Memorial School is covered by liability insurance. A one-day rider may be needed for assembly use. The Board of Health would need to do inspection for food items but there will be no cooking expected in the facility.

### **Heating System**

The current heating system keeps the building warm now without freezing pipes. The pipes were drained as a precaution in case the system went down. The building is maintained at 42 degrees, but the exterior walls will need to be looked at to be sure there are no temperature concerns. There is an emergency generator in place in case the heat source is cut off. Ideally, the Town would only turn on the portion of the system that is needed.

### **Floor Protection**

Vendors will need to be mindful of protecting the gymnasium floor. Floor protection can be put down if they have any materials that could be potentially damaging to the flooring.

***Consensus was reached to wait for decision until October 15, 2015 meeting, once the quote comes in from Adams Plumbing and Heating.***

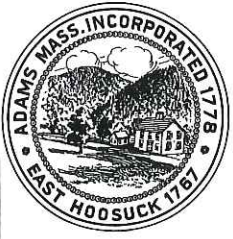
### ***Strategy for Use of Memorial School***

**Interim Town Administrator Cesan** asked the Board to formally designate a committee. Informally it was discussed about having Members Blanchard and Duval involved on that committee due to their expressed interest. Member Nowak is also expressed interest in being involved. This committee would work closely with Community Development staff, and would investigate various uses for the building. The entire Select Board could potentially be the committee, but if there are more than 2 Selectmen in a meeting it would become a quorum and a public meeting must be posted. Other people from the community may want to be involved as well. It should be a small, working committee to get strategy in place and report back to the full Select Board.

### **Meet with Potential Tenants**

Meetings with the Youth Center, Ooma Tesoro, Adams Housing Authority and other housing developers are proposed to investigate the viability of the classroom wing for senior housing.





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### **20 East Street**

One immediate need is to resurrect the Requests for Proposal (RFPs) for 20 East Street. These will hopefully be issued by mid-November. It is a key part of getting more funding and getting the Youth Center into the Memorial School. They will be brought to the Board at their first meeting in November for approval, prior to issuing the RFPs. It is a 4 to 6 month process, and disposal of the 20 East Street building would require a Town Meeting vote so it could take longer. There is a fair amount of time for the Youth Center to find a temporary place if need be. They are apprised of the process on both 20 East Street and the Memorial School building. The RFP sent out previously for the use of the Memorial School also needs to be reviewed because there was no use proposed use for the classroom area. Another RFP will have to eventually be created to include the other areas.

### **Create a Plan**

Staff is currently developing a concept for the heating and cooling system, and working with EDM Architects, who they previously worked with to find an approach for replacing the roof for very little money. Their work led to the \$600,000 grant funding to replace the roof. The same successful strategy is being used to complete a new heating and cooling system.

### **McCann School as a Resource**

Deputy DPW Director David Nuvalle will be meeting with McCann Technical School Carpentry Department to replace the stage, which had sustained a fair amount of water damage. It would be a nice, discreet student project.

**Members Blanchard and Duval** will be on the Memorial School Committee, and will bring back information to the full Board. Members Nowak, Snoonian and Chairman Harrington can individually meet with Members Blanchard and Duval to give input and get information even if they are not on the committee.

### **EXECUTIVE SESSION**

*#6, To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body*

**7:29 p.m. Motion made to enter into Executive Session by Chairman Harrington, returning only to adjourn from the meeting**

**Roll Call Vote by Chairman Harrington and Members Snoonian, Duval, Blanchard, and Nowak**

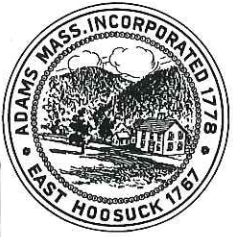
**Motion passed**

**Motion made by Member Nowak to adjourn the meeting**

**Second by Member Snoonian**

**Unanimous vote**

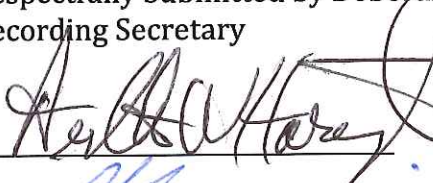
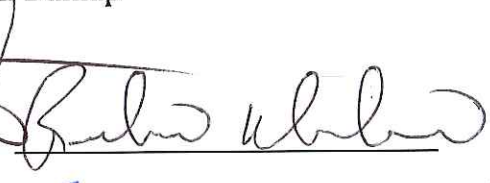
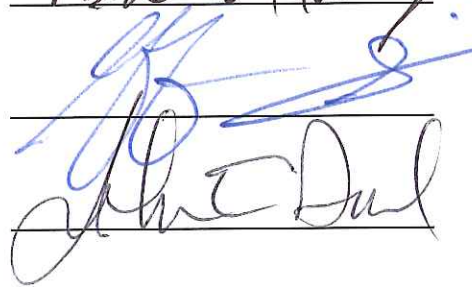
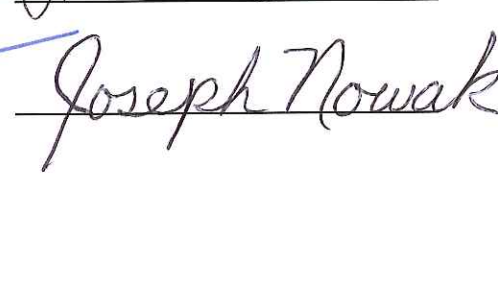
**Motion passed**

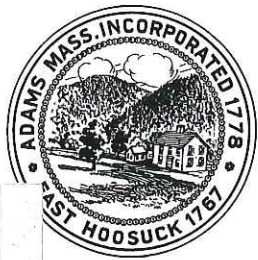


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***Meeting adjourned at 8:47 p.m.***

Respectfully Submitted by Deborah Dunlap  
Recording Secretary



# Town of Adams Board of Selectmen Executive Session Meeting Minutes

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**October 1, 2014**

TOWN CLERK  
ADAMS MASS.

On the above date, the Board of Selectman entered into *Executive Session* at 8:26 p.m. at the Adams Town Hall. **Chairman Arthur W. Harrington** Presided. Present: **Chairman Harrington, Vice Chairman Blanchard, Member Duval, Member Nowak, Member Snoonian, Interim Town Administrator Cesan, and Attorney Edmund St. John IV.**

## **EXECUTIVE SESSION:**

*#3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (2 items)*

### ***Approval for Release of Executive Session Minutes at Town Counsel recommendation:***

- May 26, 2010 Executive Session Minutes
- September 18, 2013 Executive Session Minutes

***Motion made by Member Duval to approve for release the executive session minutes for the May 26, 2010 and September 18, 2013***

***Second by Member Snoonian***

***Unanimous vote***

***Motion passed***

*#6, To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body*

### ***Approval for Release of Executive Session Minutes at Town Counsel recommendation:***

- May 16, 2012 Executive Session Minutes
- May 1, 2013 Executive Session Minutes
- July 10, 2013 Executive Session Minutes

***Motion made by Member Duval to approve for release the executive session minutes for the May 16, 2012, May 1, 2013 and July 10, 2013***

***Second by Member Nowak***

***Unanimous vote***

***Motion passed***

### ***Future Executive Sessions***

**Member Duval** asked to add to a future executive session status of the Melville Lawsuit, and the funds that were given to Mr. Clark on Summer Street.





APPROVED FOR RELEASE AT THE 10/15/14 SELECT BOARD MEETING