



# TOWN OF ADAMS

## SELECT BOARD WORKSHOP MINUTES

WEDNESDAY, August 26, 2015 – 7:00 PM  
ADAMS TOWN HALL, 8 PARK STREET, ADAMS MA

On the above date the **Board of Selectmen** held a workshop meeting at the **Adams Town Hall** at **7:00 p.m.** **Chairman Richard Blanchard** presided the meeting. Present were **Vice Chairman Jeffrey Snoonian**, **Members Joseph Nowak, Arthur Harrington, John Duval** and **Town Administrator, Tony Mazzucco**. Also in attendance were **Sandy Totter** and **Allen Mendel**.

*The Select Board Meeting was called to order at 7:00 p.m.*

### OFFICIAL BUSINESS

#### **DISCUSSION ON SOLID WASTE**

##### ***Solid Waste Discussion Overview***

**Town Administrator Mazzucco** advised he met with Joe Bettis and Sandy Totter to discuss areas where the Town can save or make money with recycling and solid waste. The total costs for running the Recycling Center and paying the attendant costs around \$50,000. He advised they discussed charging fees for stickers for managing the station now for recycling and brush, or closing it down. They considered options of adding solid waste disposal services, such as installing a compactor and getting electricity onsite. A change considered is a "pay-as-you-throw" bag system. The model for solid waste is around \$2 to \$3 per bag and covers the cost of the compactor and hauling the trash out. The Town could charge a permit fee to use the Recycle Center. He advised that currently they are exploring the option of maintaining and expanding the level of service, and have a goal of completely covering the cost for running the Recycling Center and hauling the recycle out. Having a smaller volume would reduce costs as well, but there is a potential to generate revenue to offset costs rather than cut the service.

##### ***Regulation***

**Sandy Totter** advised that the current site needs a site assignment. The Town is not buying property but just looking at expanding, and the State indicates it is regulated with *Board of Health* approval.

##### ***Enterprise Fund and Grant***

**Sandy Totter** suggested it being an "Enterprise Fund" and investigated two towns that run *Enterprise Fund* programs that had costs completely covered by user fees. *Enterprise Fund* programs sometimes make a little money for the town, but usually just break even. She advised that she calculated that Stickers would probably be about \$60 and Bag fees would be at \$2, which would offset capital costs and the compactor. There was a Grant available from the State to provide assistance for setting up a program like this, but the deadline was yesterday so she decided to apply for the Grant on behalf of the Town of Adams due to the short turnaround needed. If the Town gets the Grant and doesn't want it they wouldn't have to accept it. The Grant would give technical assistance to give a site assignment, and work out the pricing for the Town. Adams is already part of contract with the district for a hauler.

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## TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

### ***Landfill History***

In 1994 Adams had a bag system, but when the landfill closed the Town wanted to opt for this proposal but it was too much at that time to take on. It was proposed again in 1997 when the solar array was not there, and the cost of bringing in three-phase electricity was too expensive, but necessary. With the solar array now there, electricity is there and would require four to five poles. DPW Director Joe Bettis will look into the cost of the poles. Solar-powered compactors are an option now, and they weren't when it was originally proposed. The cost of a compactor is around \$18,000. Getting the State involved will open the door to more grants and would also give funds to offset the cost of the first year of bags.

### ***Size and Sale of Bags***

Bags are large enough to fit three tall kitchen bags and are very sturdy. Most towns use clear bags to see what is coming in. Different sized bags would be \$1.25 for small and \$2 for large. The Town is tax exempt so there would be no tax charged on the bag purchases. Some towns use two sizes of bags and a system where the supermarkets carry bags for sale for the town. Selling through the store may include sales tax but if sold at Town Hall there is no sales tax. Bags may be sold at Town Hall but from an accounting standpoint the Town doesn't want to sell them at the site. It was suggested that if a citizen had a permit they could charge the bags to their permit number. People working long hours may find it convenient to purchase the bags from an alternate location than Town Hall. The goal is to develop a system that covers the costs and maintains services to the public. Selling the bags in bulk may be a little cheaper.

### ***What Local Communities Have***

Florida has their own system and Savoy and Cheshire have full service stations. Adams counts approximately 400 cars at the Recycle Center on a nice day. The idea is that people would drop off trash to the station, and there would be no pickup service. It is a necessity for rural communities to have a compactor.

### ***Haulers***

A lengthy discussion ensued regarding local pick-up haulers, and licensing by the *Board of Health*. A provision would need to be determined to charge the hauler. Some haulers charge \$1 per bag. If Adams charges a \$60 permit and requires them to purchase bags, it may be able to be hauled at a cheaper rate. This consideration may be too complicated for a startup program but could be determined later on. Other towns have a water, sewer, and trash charges, but Adams is not looking for one hauling company to contract with the Town. Haul charges could be based on weight, where the bag fee covers the cost of haul and it could be paid per ton, not per pickup.

### ***Bulky Waste and Other Components***

Bulky Waste would require the same permit and sticker system. The Town would potentially consider bulky waste depending on how many people use it in town. This may open up possibilities to landscapers to drop off brush and occasionally burn it for them. It is important for the Town to design it to best meet the needs of the total community. Adams could create a new kind of management for waste in the community. If Adams gets different components, it will need more manpower, and policing will be important depending on the components utilized.



## TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

### ***The Plan***

In the first year, the plan would be to just get up and running with solid waste, bags, and permits. A paint shed, bulky waste, and other components would be added over time. If it saves \$10,000 it eliminates cutting a service and the Town has maintained and expanded a service.

### ***Contracts and Fees***

**Sandy Totter** explained that there are now five-year standard minimum contracts, where there used to be ten-year contracts. Williamstown just raised the sticker fee to \$65 because the cost of electricity had gone up, and has an *Enterprise Fund* so it pays for itself.

**Town Administrator Mazzucco** discussed looking at all town fees to go up a certain percentage every year or every 5 years. The Town can scale what is being done according to the cost.

### ***Timing***

**Sandy Totter** advised if it went through, it would happen January 1, 2017 and would take a year and a half to get everything lined up with the *Board of Health* and *DEP*. By the time studies are done and reviewed, people are surveyed, electric is brought in, the compactor is purchased, the site designed, and paperwork is done it will take about that long.

### ***Next Steps***

The Town should hear about the Grant in October. If the Town gets the Grant it will help to build a system and get an expert with resources to get an estimate of costs on a compactor and site work. DPW Director Bettis will get an estimate from an electrician on the work needed. The other step is to get a survey of how many people are using the recycling center. They will be polled regarding what they use it for and if they would bring solid waste and if they would buy bags and permits.

### ***Site Design***

Cheshire's transfer station is a one-way circle and has a small footprint but could have a back-up with larger volume. If Adams designs the same kind of circle there would be more room. The engineering cost would be for a stamp on the design but the design could be done in-house.

### ***Exit Plan***

The exit plan would be to lay off the employee, auction off the equipment and as it is a transfer station nothing stays there. There are no examples of any towns that have abandoned their stations to use as an example. The worst case scenario is that if nobody purchases a bag, the Town doesn't pay for trash being hauled out.

### ***Green Communities***

An inquiry was made about whether a solar compactor will qualify with *Green Communities*. When submitting energy usage, adding equipment won't qualify because the Town is supposed to be reducing energy use or therms. If the Town pre-empts an expected cost of a huge amount of electric with a solar compactor the Town will reduce the amount of electric used. Town Administrator Mazzucco will inquire from the State whether this could be considered.





## TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

### ***Fuel Surcharge***

There is currently no fuel surcharge in the Town's solid waste contract, but there was one in prior years. There is a fuel surcharge on hazardous waste removal.

### ***Sharing with Local Communities***

Cheshire's permit only allows Cheshire's residents to use their transfer station so they cannot accept Adams residents. North Adams could allow Adams at a higher fee.

### ***APPROVAL, EXECUTION OF REVENUE ANTICIPATION NOTICE DOCUMENTS***

#### ***Approval of Revenue Anticipation Notice (R.A.N.) and Execution of Documents***

Town Administrator Mazzucco explained to the Board the reason for suspending *Roberts Rules* in order to approve the *Revenue Anticipation Notice (R.A.N.)* and execute the documents.

#### ***Motion made by Member Harrington to suspend the rules for voting purposes***

***Second by Vice Chairman Snoonian***

***Unanimous vote***

***Motion passed***

Town Administrator Mazzucco explained the *Revenue Anticipation Note* so the Town has enough revenue until the time it collects taxes. The money the Town runs on since the first of the Fiscal Year goes to paying schools every month and meeting payroll costs. This is a fairly common practice utilized by Towns and seasonal businesses. The Town operates like a seasonal business, which works the first few months of the year without revenue coming in but still have to pay bills and payroll. Revenues come in later when the taxes are collected.

The low rate was explained as it is a *Revenue Anticipation Note* and as soon as revenue comes in it gets paid back. This does not affect the Town's bond rating, and is just a fiscal tool. Tax bills will go out in October.

***Motion made by Member Harrington that the amount of the \$1.8M Revenue Anticipation Note as dated on the document to UniBank Savings is hereby approved and confirmed, note payable as dated on the document and shall bear interest of .65%***

***Second by Member Duval***

***Unanimous vote***

***Motion passed***

### **ANNOUNCEMENTS**

#### ***Strategic Planning Process***

September 12<sup>th</sup> 9:00 a.m. at Hoosac Valley High School will be the first Strategic Planning Meeting. Town Administrator Mazzucco and Members Duval and Harrington had a conference call with the Collins Center from UMASS regarding the first four meetings and a representative will come here the day before to do a walkthrough of the cafeteria prior to the meeting.



## TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

### ***Grant Award for Wastewater Treatment Plant***

A Grant was awarded in the amount of \$12,500 for a study to be done at the *Wastewater Treatment Plant* to reduce energy use there, which will help with the *Green Communities* application.

### ***Community Dialogue***

The *Community Dialogue* meeting will be held at *Hoosac Valley High School* on August 27<sup>th</sup> at 6:00 p.m. regarding discussion of the possibility of working with Lanesborough School.

### ***Support for Chapter 70 Funds***

**Chairman Blanchard** suggested putting together a letter of support for Chapter 70 funds from the Select Board, as well as sending a letter to towns and representatives in the region explaining why Adams is doing this. Hamden County Selectmen's Association could be included as well. \

### ***Metropolitan Planning Organization (MPO)***

Member Duval asked for questions from the Board regarding the Metropolitan Planning Organization, which will be scheduled for a workshop in which representatives from MPO may be in attendance.

### **ADJOURNMENT**

***Motion made by Member Duval to adjourn***

***Second by Member Harrington***

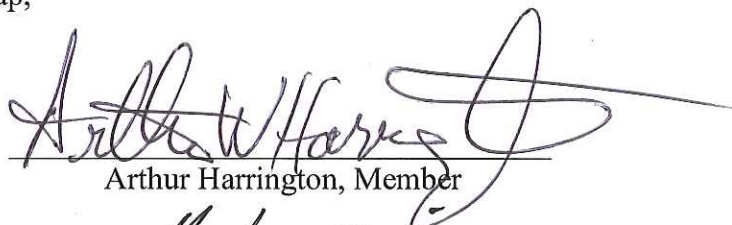
***Unanimous vote***

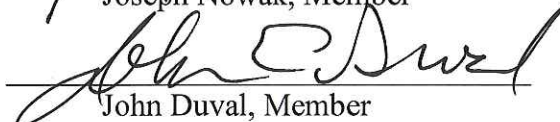
***Motion passed***

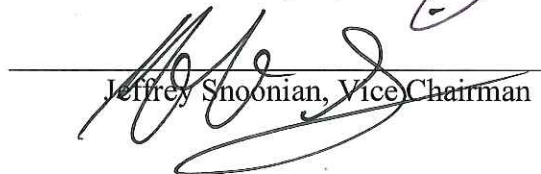
**Meeting adjourned at 8:21 p.m.**

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary.

  
Joseph Nowak, Member

  
Arthur Harrington, Member

  
John Duval, Member

  
Jeffrey Shoonian, Vice Chairman

  
Richard Blanchard, Chairman