



TOWN OF ADAMS

SELECT BOARD WORKSHOP MINUTES

WEDNESDAY, September 9, 2015 – 7:00 PM
DEPARTMENT OF PUBLIC WORKS GARAGE
92 NORTH SUMMER STREET, ADAMS MA

RECEIVED-POSTED
15 NOV -2 AM 9:45
TOWN CLERK
ADAMS MASS.

On the above date the **Board of Selectmen** held a workshop meeting at the **Department of Public Works Garage** at 7:00 p.m. **Chairman Richard Blanchard** presided the meeting. Present were, **Members Joseph Nowak and Arthur Harrington**. Absent were *Vice Chairman Jeffrey Snoonian* and *Member John Duval*. Also in attendance were **Town Administrator Tony Mazzucco, Clete Kus** of the **Metropolitan Planning Organization (MPO)**, **DPW Director Joseph Bettis**, **Deputy DPW Director David Nuvalle** and **DPW Mechanic John Schaffrick**.

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

OFFICIAL BUSINESS

Discussion on the MPO Transportation Plan

Clete Kus, Transportation Program Manager of the *Metropolitan Planning Organization (MPO)* explained the Transportation Plan to the Board. He went over the procedure for the Town identifying the need for the road project to be done, and the focus on bridges. He explained *Mass DOT* involvement and how the local community has ownership of the project. He discussed the Project Need Form (PNF) and how it is submitted to be reviewed for whether it is worthy of going forward.

A Project Review Committee looks over the project in more detail, and works with *Mass DOT* in Boston three times each year to go over the proposed projects. Higher level roads qualify, but local roads don't qualify because they are the responsibility of the Town. He explained that there are more urban classifications of roadways in this area.

Once the project is deemed worthy, there is a "Call for Projects" which includes filling out a simple form and having the project again evaluated for priority. Last year there were 40 projects completed.

The process starts as early as February or March and once reviewed with the *District Office* and *Mass DOT Boston* the criteria is evaluated and sent to the *MPO* and the *Transportation Advisory Committee*. The project then gets ranked, and they work on getting funding for the project. *Mass DOT* requires Towns to comply with the federal law to spend money to maximize the number of projects to be done with that money. There would need to be a 30 day public comment period before adoption by *MPO* and it must meet all federal requirements. Getting approval by October 1st is difficult in this area, especially to move forward with the bidding process before the end of the construction period is here.

A letter from *Mass DOT* was sent in May 2014 to then Town Administrator Jonathan Butler, and because it was segmented it needs to go through the process again. If the Town is interested in getting into a TIF, it would require a 10% project cost to come from the Town. The Town could try to petition *Mass DOT* to do it but there are limited funds.



TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

One project is to mitigate the traffic at the Greylock Glen by widening an additional 4 foot shoulder on each wing. Another project could be Maple Street. Projects with road widening must follow the state requirements, including sidewalks. A bus facility for *Berkshire Regional Transit Authority* (BRTA) is looking for a transit center as it is currently running here from Pittsfield. They are looking at storing vehicles here overnight in a place like an old car dealership that may still be here, since it is already zoned for automotive use.

The Town would have some say over the priority of the projects, especially since the Town has to hire a design consultant to plan and design it. He cautioned that it is probably best to get a couple projects going at the same time to fit into the financial puzzle, so the lower priced project can go forward and then use the remainder of available money to go forward. *MPO* makes the final decisions on the projects once they are submitted

The Route 8 Project is broken up into three parts in order to get it accomplished. Route 116 was discussed in its inconsistent maintenance between Savoy, Cheshire and Adams and it was pointed out that Cheshire did not request the work to be done. The *Scenic Byway* no longer helps, as the funds are encumbered as State Highway. *Mass DOT* is a proponent for Bike Trails. The new Baker Administration is focusing on *MBTA*. It was noted that it puts a strain on the Select Board, Town Administrator and the Community Development Director to negotiate with people and to go to Town Meeting for approval.

Clete Kus was thanked for his time and the information.

Tour of the DPW Facility and Salt Shed

DPW Director Bettis gave the Board a tour of the DPW Facility, the current vehicle fleet, and the Salt Shed. He pointed out *Vehicle #29* will be replaced this year, and *Vehicle #26* will need to be replaced in the near future. Vehicles are shuffled around after their useful life span and given to the *Wastewater Treatment Plant* but the latest vehicle is in such disrepair they may need to take the old cruiser to use instead. It was noted that there was concrete showing in the building and occasionally falling from the ceiling because the building was built in 1947. He gave a brief tour of the mechanic shop as well. There is a new undercarriage and pressure washer and when the cruiser comes in for service it gets washed.

Town Administrator Mazzucco explained to the Select Board that due to repairs and maintenance, if the Town needed 10 vehicles it would be important to have 12 or 13 of them to be able to have 10 functional vehicles on the road at a time, especially during storms.

DPW Director Bettis showed the Board the tank of *Liquid Calcium Chloride*, which is mixed with the salt for winter road treatment. He walked the Board through the Salt Shed, and showed them the side of the building that was beginning to bow out and may not last another 5 years. Chapter 90 Funds can be used for Salt Sheds, and they would replace it with a building of the same size. Sides had been replaced because of rotting due to salt. The West side of the building is beginning to bulge out, and soon will be unable to be patched anymore. There is no lining on the walls of the salt shed, and most sheds have 6 feet to 8 feet of concrete on the bottom, and wood or metal above it. This shed has wood, which is rotting away with the salt.



TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

Town Administrator Mazzucco pointed out that setting aside \$30K to \$40K each year to plan ahead for it and using the rest from Free Cash may be the way to approach replacement costs. The Town also owns the house next to the DPW, but there is no running water, electricity or sewer currently running in the building.

Discussion on Chapter 90 Funds

DPW Director Bettis gave a PowerPoint presentation to explain what Chapter 90 Funds are, the history of how they came to be available, and what they can be used for. He explained they have been available since 1973, and there is a formula that determines what percentage of funds is available. The formula takes into account population, employment, and road miles of the town. He said the higher the unemployment percentage, the more funds are received.

There is a specific list of things that are eligible to have Chapter 90 Funds used for. He explained the process for how to identify a project, fill out a *Project Request Form*, and have it approved by *Mass DOT* and the *District 1 Engineer*. A preliminary estimate is needed, and must go through an environmental punch list before it is signed by the Board of Selectmen and Town Administrator. It must then be approved by *District Highway*, and some items need to go through advertising. Items over \$30K must go out to bid, and items over \$10K must receive quotes.

Berkshire County Regional Purchasing saves the Town money and eliminates having to go through the process. The blacktop was purchased that way. The Town may specify what it wants and if the design or quality of the product or service bid on doesn't meet what the Town needs it may not be necessary to accept the lowest bidder. There must be excellent documentation, including valid reasons why the lowest bid was not accepted, and the Town must accept the lowest responsible bid.

Current Chapter 90 Projects that the Town is working on are

- Senecal Terrace Engineering, at \$48,000
- Crack Sealing for \$30,975
- Rail Trail ROW Acquisitions at \$12,000 to \$15,000
- Senecal Terrace Bid Project, which will enter the bid process in Spring 2016, and is estimated at \$150,000
- Route 8 Project, on TIF

Current Chapter 90 Funds received are averaging around \$291,000 per year, and this year was increased by \$465,000, due to road issues in the spring. The Town typically spends at least \$30,000 to \$40,000 per year in road replacements, and approximately \$1M is needed yearly, which is not close. Some smaller vehicle purchases can be made through use of Chapter 90 Funds, but the Rail Trail is also using Chapter 90 Funds because it is rated as a road. The Salt Shed is a big ticket item, and will be built into the Capital Improvement for Road Projects budget. Bridge Projects can use Chapter 90 Funds as well, and the Town is responsible for dozens of bridges within its borders. The Town of Lee just went for a Local Option Gas Tax, because the Chapter 90 formula was not enough to meet its needs.



TOWN OF ADAMS SELECT BOARD WORKSHOP MINUTES

Handicapped Parking

Member Nowak inquired about whether *Handicapped Parking* spots would be put into Park Street. There were no regulations to fit *Handicapped Parking* spaces in the road, and no room for tailgates in the road. The Library has one there, and one could be considered at Town Hall.

Fuel Efficient Vehicle Policy

Town Administrator Mazzucco went over the *Anti-Idling Policy* in the *Personnel Rules and Regulations*. He also gave the Board Members a draft of a *Fuel Efficient Vehicle Policy*, as required by the *Green Communities* for fuel efficient vehicles. The Town has a low conversion rate as DPW vehicles are exempt. He compiled a list of what fleet vehicles would be affected. It would require taking an inventory, tracking miles, and since there is already an *Anti-Idling Policy* in Town requirement is almost already met. The *Green Communities* application has an October 23rd deadline for submission. The *Fuel Efficient Vehicle Policy* would be on a future agenda. A copy of the *Personnel Rules and Regulations* will be available to the Board Members.

ANNOUNCEMENTS

Artist Walk Ribbon Cutting

The *Artist Walk Ribbon Cutting* will be held on Wednesday, September 16th at 5:00 p.m., and all are invited. Town Administrator Mazzucco will be speaking briefly at this event.

Strategic Planning Session #1

The First Strategic Planning Session will be held on Saturday, September 12, 2015 at 9:00 a.m. at Hoosac Valley High School Cafeteria. There will be 2 dates in October and one additional date in November for this process. Everyone is encouraged to attend.

ADJOURNMENT

Motion made by Member Harrington to adjourn

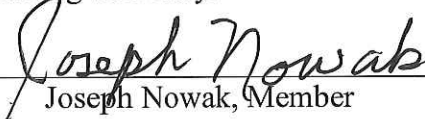
Second by Member Nowak

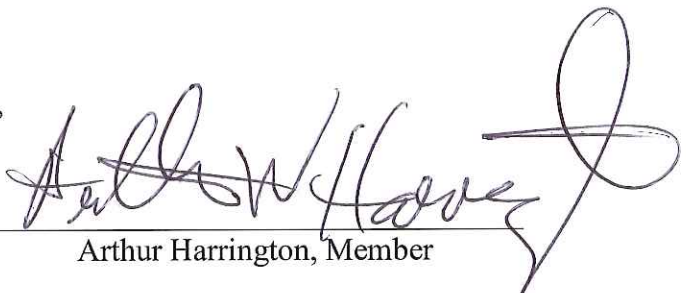
Unanimous vote

Motion passed

Meeting adjourned at 8:15 p.m.

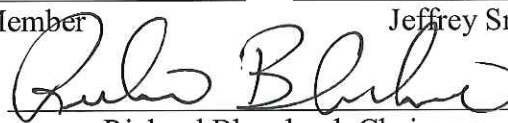
Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary.


Joseph Nowak, Member


Arthur Harrington, Member

John Duval, Member

Jeffrey Snoonian, Vice Chairman


Richard Blanchard, Chairman