



Town of Adams Massachusetts 01220-2087

**BOARD OF SELECTMEN
FINANCE COMMITTEE**

**TOWN HALL BUILDING
8 PARK STREET**

**Thursday, April 6, 2023, 6:00 p.m.
Adams Free Library, Annex Meeting Room
92 Park Street, Adams MA**

FINANCE COMMITTEE MEETING

CALL TO ORDER: On the above date, the Finance Committee held a meeting at 6:00 PM at the Adams Free Library. Chairperson of the Finance Committee Carrie Burnett opened the meeting. Present from the finance committee were Chairperson Carrie Burnett; Vice-Chair Jay Meczywor, Members Carol Cushenette; Justin Duval, Jay Nocher, David Lennon, Bob Murray, Rachel Tomkowicz Erin Mucci, and Sarah Kline, Michele Butler, Jeff King, Stephanie Melito, and Timothy Burdick. Also present were Jay Green, Town Administrator; Crystal Wojcik, Town Finance Director; Bri Hantman, Recording Secretary; Christine Hoyt, Vice-chair of the Board of Selectmen; and Haley Meczywor, Town Clerk.

APPROVAL OF MINUTES

The meeting minutes from Thursday, March 16th 2023 were presented for approval.

A motion was made by Member Cushenette to approve the minutes as presented. The motion was seconded by Member Burdick. The motion passed unanimously.

REVIEW AND APPROVE FISCAL YEAR 2024 TOWN CAPITAL PROGRAM

Jay Green introduced the Department of Revenue Sheet that shows how the numbers are arrived at for Free Cash Certification. Jay Green also provided a brief overview the capital improvement items that the Town is hoping to prioritize. The Town wants to put \$150,000 into a capital account under the Town Administrator's budget that only the TA and Town Finance Director will have access to those funds for unexpected capital overages. This line item will protect the reserve fund.

Member Tomkowicz made a motion to approve the Fiscal Year 2024 Capital Planning Budget for \$550,000. Member Burdick seconded the motion.

Member Cushenette commented that ClearGov software will allow for capital plans in the future.

The motion passed unanimously.

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APPROVE FISCAL YEAR 2024 BUDGET

i. General Government

1. *Town Assessor*
2. *Tax Collector/ Treasurer*
 - a. *Debt Service*
3. *Town Clerk*
 - a. *Elections*
 - b. *Registrations*
 - c. *Codification*

Vice-chair Meczywor recused himself from the vote.

A motion was made by Member Nocher to approve the General Government Budget. The motion was seconded by member Melito. The motion passed unanimously.

ii. Executive

1. *Selectmen*
2. *Town Administrator*
3. *Town Counsel*
4. *Moderator*
5. *Town Report*

Member Duval recused himself from the vote.

A motion was made by Member Cushenette to approve the Executive Budget. The motion was seconded by member Mucci. The motion passed unanimously.

iii. Finance and Technology

1. *Finance Committee*
2. *Reserve Fund*
3. *Employee/Retiree Benefits*
4. *Accountant*
5. *Technology*
6. *Property & Liability Insurance*

A motion was made by Member Tomkowicz to approve the Finance and Technology Budget. The motion was seconded by Member Kline. The motion passed unanimously.

iv. Community Development

1. *Community Development*
2. *Greylock Glen Operating Budget*
3. *Conservation Commission*

4. *Planning Board*
5. *Zoning Board*
6. *Historical Commission*

A motion was made by Member Butler to approve the Community Development Budget. The motion was seconded by Member Kline. The motion passed unanimously.

v. Department of Public Works

1. *Tree Warden*
2. *DPW Administration*
3. *Highways*
4. *Snow & Ice Control*
5. *Flood Control*
6. *DPW Garage / Equipment Maintenance*
7. *Transfer Station*
8. *Wastewater Collection*
9. *Cemeteries, Parks & Grounds*
10. *Celebrations – Seasonal*

A motion was made by Member Tomkowicz to approve the Department of Public Works Budget. The motion was seconded by Member Melito. The motion passed unanimously.

vi. Wastewater Treatment Plant

A motion was made by Member Kline to approve the Waste Water Treatment Plant Budget. The motion was seconded by Member Mucci. The motion passed unanimously.

vii. Public Services

1. *Council on Aging*
2. *Veterans Services*
3. *Memorial Day Remembrances*
4. *Library*

A motion was made by Member King to approve the Public Services Budget. The motion was seconded by Member Burdick. The motion passed unanimously.

viii. Northern Berkshire Vocational Regional School District

Members Kline, Mucci, and Butler recused themselves from the Vote.

A motion was made by Member Tomkowicz to approve the Northern Berkshire Vocational Regional School District Budget. The motion was seconded by Member Butler. The motion passed unanimously.

ix. Hoosac Valley Regional School District

Members Mucci and Duval recused themselves Member Nocher and vice-chair Meczywor asked to hold the budget for discussion.

x. Inspectional Services

1. *Inspectional Services*
2. *Weights / Measures Inspector*
3. *Board of Health*

A motion was made by Member Tomkowicz to approve the Inspectional Services Budget. The motion was seconded by Member Burdick. The motion passed unanimously.

xi. Public Buildings / Facilities

1. *Public Buildings*
2. *Registry of Deeds*
3. *Town Hall*
4. *Adams Memorial*
5. *Adams Visitors Center*
6. *Police Station*

A motion was made by Member Tomkowicz to approve the Public Buildings and Facilities Budget. The motion was seconded by Member Butler. The motion passed unanimously.

xii. Public Safety

1. *Emergency Management*
2. *Forest Warden*
3. *Police Department*
4. *Animal Control Officer*
5. *Parking Management*

Member Murray asked to hold this item for discussion.

The Hoosac Valley Regional School District budget was brought forward for discussion:

Member Nocher and Vice-chair Meczywor asked to hold the budget. For discussion. Members Mucci and Duval recused themselves.

Town administrator Green offered an overview of the difference between funding increase for the School District as presented in the Budget Book and the increase as requested by the School District. The School District is leasing a district office on park street and they have also added numerous salaries that were previously grant funded.

Chairperson Burnett noted that as schools face declining population, they will need to look toward a zero-based budgeting and prioritizing needs.

Jay Green suggested that the Committee look at the front of the book and review the unrestricted government aid. The Town budgets conservatively so that if the unrestricted aid goes up then those funds can be put into unrestricted funds.

A motion was made by Member Kline to approve the Hoosac Valley Regional School District budget. The motion was seconded by Member Butler. The motion passed unanimously.

The Public Safety Budget was brought forward for discussion: *Member Murray* asked if officers will be received extra overtime based off of the change to a 12-hour schedule.

Jay Green explained that with the current 4-2 schedule, officers are only getting 1 weekend off per 30-day period. The 12-hour shift would actually allow officers to have every other weekend off. There would be one sergeant and three patrol officers. If an officer calls out and the commanding officer finds it to be a historically light call day, then they can choose not to fill that shift which, which will save on the overtime call in. Additionally, it was clarified that a 12-hour shift would not be made up of 8 hours of regular pay and 4 hours of overtime.

Crystal Wojcik spoke regarding the challenging situation that is created by the uncontrolled comp time situation. A 12 hour shift would allow for more controls on comp. time.

A motion was made by Member Burdick to approve the Public Safety Budget. The motion was seconded by Member Tomkowicz. The motion passed unanimously.

ADJOURNMENT

Member Kline made a motion to adjourn. Member Tomkowicz seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:03pm.

Respectfully submitted by, Bri Hantman, Recording Secretary.


Carrie Burnett, Chairperson