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SELECTMEN'S WORKSHOP MINUTES

Thursday, March 28, 2019 at 6:00 PM

TOWN HALL, 8 PARK STREET, ADAMS, MA 01220

1st Floor, Board of Selectmen Meeting Room

On the above date the Board of Selectmen held a Workshop Meeting. At 6:00 p.m. the meeting was called to order by Chairman Duval. In attendance were Vice Chairman Nowak, and Members Blanchard and Bush. Also in attendance were Town Administrator Green, Town Accountant Beverly, Town Assessor MacDonald, Treasurer/Tax Collector Rice, Town Clerk Meczywor and Emergency Management Director Kleiner.

FY2020 Budget Review

Finance & Technology:

Employee/Retiree Benefits – An old Workman's Compensation claim for benefits, retiree life insurance, and Medex were reviewed. No funds were appropriated for OPEB. Compensated absences, sick time buyback and payouts were explained. It was noted that the Town was getting to the end of people getting the 50% buyout. Once that is reached there will be a level of people with a 25% buyout before hitting a group with a \$5,000 cap. Health insurance rates did not increase. An inquiry was made about the former Town Administrator bringing up OPEB and the need for the Town to show the state good faith efforts. Town Accountant Beverly advised she was confident there would be no repercussions to not putting funds into OPEB as it is like pouring a tea cup into the ocean.

Accountant – The Town Accountant Personal Services were explained and it was noted that Operations Expenses decreased. There were no questions by the Board.

Technology – Town Accountant Beverly advised that Personal Services are for the salary for Information Technology staff member, Rob Wnuk, with a 3% increase. She explained the larger expenses and expressed how much support he offers for the amount the Town pays. She advised he supports several software systems for Town Hall, Library and Police Station and does repairs and maintenance for the computers. She advised two Mobile Data Terminal (MDT) units in the cruisers are failing and need to be replaced. Replacement is needed for new servers and software, which is going to be eight years old and will not last much longer. All of the servers that serve the entire town were outlined. Board Members requested to receive a copy of the audit when the results are in.

Property & Liability Insurance – Town Accountant Beverly advised of another \$13,000 for deductible expenses. She noted that every sewer claim is a \$2,500 deductible. The insurance is going up to \$184,000 and there are annual participation credits to use against it.

Town Assessor – Town Assessor MacDonald advised that Personal Services decreased and the Town had appropriated funds for a required software program that never came to fruition, but may come next year. Operating expenses showed no increase. There is a new software program called Patriot Properties for \$10,000 but the Town is in the process of working with a different company to do assessing software. Data entry will be done in-house and a recommendation is made for additional help to do manual entry for the conversion, including some professionals and Town staff. Some former Assessors and past employees may be utilized to help. Board Members asked for an overview of the new development and growth from the last year. Town Assessor MacDonald advised she had spoken with the Building Commissioner and there were no new houses, just additions and little items.

Utilities are coming in higher, however. The upcoming marijuana businesses are hoped to be started up soon because they would be new growth and would help considerably. It was noted that the Ronnie's Cycle building will be leased and the property across the street from there has been purchased but no building permits have been taken out. The old McDermott building has been sold but it is unclear what the future plans are. Mt. Royal Inn on Route 8 was on last year's growth.

Tax Collector/Treasurer: Treasurer/Tax Collector Rice explained the details of the increase of 3.09%. She noted that Operating Expenses and Legal Services are down. Legal fees now go into a revolving fund. Collections for the first half of year were at 49% and the full last year was at 98%.

Debt Service: Numbers were reviewed and include the Emergency Declaration and loan by the Board. \$75,000 is to pay the short-term interest and fees and will turn into a bond. Town Administrator Green was asked to inquire of the status of the grant that Community Development Director Cesan was working on. Chairman Duval advised there will be a workshop on that topic.

Town Clerk: *Town Clerk Meczywor* advised the budget is going up less than \$3,000 in Personal Services since last budget. No other questions were asked about this budget.

Elections: *Town Clerk Meczywor* noted that this budget is going down, since there are fewer elections. She advised that the Annual Census is going well, and is averaging about the same amount of returns as received in the past. She pointed out that the Federal Census is coming up next year.

Registration: *Town Clerk Meczywor* advised there was no increase to this budget.

Codification: *Town Clerk Meczywor* advised there was no increase to this budget. It was explained that the new election machines were functioning well except for the write-in campaign because the boxes themselves have a smaller compartment to work with.

Emergency Management: *Emergency Management Director Kleiner* advised his small budget had a 17% increase.

Forest Wardens: *Forest Warden Kleiner* noted that there is an increase in Workman's Compensation by a couple hundred dollars, and explained a minor increase in Operating Expenses.

Veteran Services: *Town Accountant Beverly* advised the budget is going down due to cost sharing between more towns. Expenses went up a small amount because the Town is paying out a little more for veteran services every year, as well as the Cemetery upkeep in town. Memorial Day Remembrance also increased due to the higher cost for bagpipes at the parade.

Executive

Selectmen: There was no increase to this budget and it was noted that expenses for Selectmen cover education and travel events.

Town Administrator: There was no increase to this budget and the Personal Services budget covers the Town Administrator and Administrative Assistant wages. Legal services were reduced, as Town Counsel has been handling more items which allowed the Town to reduce expenses. Interim Town Administrator Cesan and Town Accountant Beverly did the negotiations with the unions that cut down on legal expenses as well. The Agricultural Fair line in the budget was for the \$5,000 agreement that they have provided receipts for this past year.

Town Counsel: This budget showed a 3% increase.

Moderator: This budget showed no increase, and the Operating Expenses were explained.

Finance Committee: There was no increase in Personnel Services in this budget and Operating Expenses were reduced for education, travel, and conferences.

Reserve Fund: It was explained that every year the Town puts in \$175,000 to this budget. There is \$135,000 in the Reserve Fund presently. It was noted that elevator repairs for Town Hall are upcoming, and are not reflected in the budget being reviewed for next year.

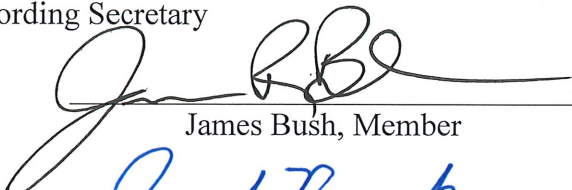
Town Report: There was no increase in this budget.

Changes to the budget since last night's meeting were reviewed. Town Administrator Green advised of robust conversations with the Wastewater Treatment Plant and Department of Public Works Operations Supervisor to get a better overview of what has been requested. He advised after careful review of the budget it was discovered that the Wastewater Treatment plant was over-budgeted for personnel and changes were able to be made. He noted the Wastewater Treatment Plant needs a mandatory study for Mass DEP at the cost of \$20,000. He advised he was able to put the DPW Skilled Laborer back into the budget and reduced two Seasonal Laborer positions. All Wastewater requests were able to be met except for the truck. After these adjustments, the tax rate additionally went down a penny. It was noted that Superintendent Rumbolt is in tune to the needs of the Wastewater Treatment Plant and staffing numbers were reviewed. It was pointed out that the Plant needs and the Mechanic position at the Wastewater Treatment Plant was eliminated, but that person is proposed to be moved into the Operations Supervisor position. The Personnel Sub-Committee will be reviewing the changes. A request was made to double-check the Mass DEP report to show that only six personnel are needed and not seven. Currently Superintendent Rumbolt plus six other staff members are required per Tighe & Bond, the engineers that provided the report for the National Pollutant Discharge Elimination System (NPDES). An inquiry was made about when the report will be submitted. Town Accountant Beverly advised she felt very comfortable and confident with these changes.


ADJOURNMENT: Motion made by Vice Chairman Nowak to adjourn the meeting, second by Member Bush. Vote: Unanimous.

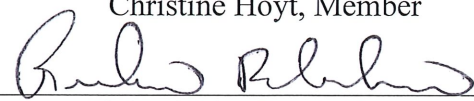
Meeting adjourned at 6:47 p.m.

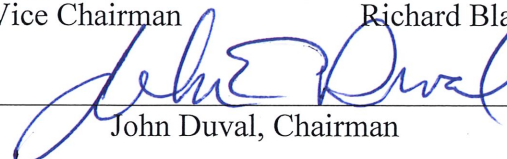
Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary


James Bush, Member

Christine Hoyt, Member


Joseph Nowak, Vice Chairman


Richard Blanchard, Member


John Duval, Chairman