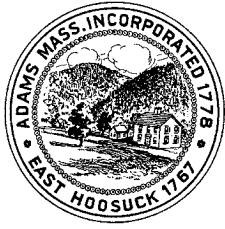




Thursday, September 24, 2020
Town of Adams
Massachusetts



Town of Adams • Massachusetts 01220

FINANCE COMMITTEE

ADAMS TOWN HALL
8 PARK STREET, RM 210
TEL. (413) 743-8300 x170
FAX (413) 743-8316

September 8, 2020

BUDGET SUBMISSION FOR FY2021

Dear Town Meeting Members:

Although it seems surreal to be submitting budget recommendations in the month of September, we are finally able to move ahead with Town finances for Fiscal Year 2021. Together with the budget, this report provides the “detailed estimate in writing of the probable expenditures of the Town government . . . and an estimate of the amount of income from all sources of revenue” as required by Section 14 of the Town Charter (Ch. 31, Acts of 1983). It is important to note that this year’s budget development process began prior to the COVID-19 pandemic facing our nation and community. Once the economic impact of the pandemic began to surface, the state budget process ceased and municipalities were informed that the FY21 state aid estimates were no longer valid. With no specific figures as to what we could expect from the state, we had two choices – move ahead with the budget process, anticipate budget reductions all the while hoping for updated figures would be provided before June or move ahead with a month to month budget process until dependable state figures were available. In early June, the decision was made to move ahead with the month to month process rather than having to reduce the budget in a vacuum and potentially impact Town services and staff without sufficient data to make those difficult decisions. Early state aid reduction estimates meant Adams could face upwards of a \$250,000 impact to our budget. In August, the state announced that municipal aid, including school aid would not be reduced below the FY20 amounts. This now provided a foundation to use and work began to reduce the budget accordingly using this revised data. This is the budget submitted herein.

Adams’ Fiscal Year 2021 budget features level funded discretionary spending where possible. Despite an approximate \$80,000 reduction to reflect the difference between the preliminary FY21 state aid numbers and the continuing FY20 state aid numbers, the budget is able to support Town services by continuing to equip our departments with the resources necessary to fulfill their missions and maintain required manpower to do so. This was the result of a thoughtful review of expenditures and reductions executed in a tailored and measured fashion. This approach allows the Town to move forward and provide necessary services and invest responsibly in our infrastructure and capital needs, while also appropriately maintaining our reserves. No stabilization funds were used in developing this budget.

The lingering economic impact from mitigating the public health crisis or future mitigation efforts may undoubtedly affect the economic health of both the state and communities in the coming months. Although municipal budget development is always based on estimated figures, there is no mechanism to adjust revenue projections in a measured way. Each community will have to adjust based on its own fiscal situation. We continue to use very conservative receipt estimates in this budget minimizing this risk. Despite an era of fiscal uncertainty on the horizon, the Town of Adams remains committed to our long-term goals of providing efficient Town government and services, creating an environment for positive economic development that will expand the tax base and financial stability. Here are the highlights of the FY21 Budget:

- Financial stability is a priority in this budget, as the Town is committed to having stable reserves. As found in previous budgets, an appropriation of \$175,000 to the Reserve Fund is included. Annually, the remaining balance of this fund is rolled into our Stabilization Fund. There is no money being taken out of the stabilization fund this year. We are proposing the balance of the FY20 Reserve Fund, \$165,000, be added for an approximate balance of \$631,576 - the highest balance in over ten years. This will be critical moving forward in uncertain fiscal times.
- Use of \$250,000 from free cash as revenue to offset the tax rate. The Town is not balancing the budget with Free Cash, but rather as a strategy to reduce the burden on the taxpayer. The excess Levy Capacity is well over \$400,000 a financially healthy amount for a second year in a row. Along with the \$413,950 in capital outlay and a repayment to the Hoosac Valley Regional School District of \$35,677 this leaves the Town with a remaining balance of \$263,499 in Free Cash.
- This budget proposal includes a 3.07% increase in the assessment from Adams-Cheshire Regional School District, and a 6.06% increase from the Northern Berkshire Regional Vocational School District.
- The Town of Adams experienced no increase from our health insurance supplier, the Berkshire Health Group for Fiscal Year 2021, a third year in a row. This is not an artificially created level funding; it is the result of plan design changes that were intended to have a multi-year ripple effect on the rates that has actually occurred.
- Contract negotiations with the Police Union and the Clerical Unit have concluded. Both contracts expired at the end of Fiscal Year 2020. All effort has been made to treat all town staff equally in terms of compensation and cost of living increases while controlling future costs and remaining competitive for retention purposes.
- This budget increases personnel costs by 2.73%, operational costs have increased 4.44%.

- Overall annual capital outlay is increased for Fiscal Year 2021 by 17%. This is the result of a reduced amount of annual Capital Outlay from Free Cash of 47%. The increases are almost entirely a result of non-discretionary spending. Capital Infrastructure and Equipment Outlay, funded by Free Cash, totals \$413,950 and was developed as part of a longer-range plan to create a contemporary Capital Improvement Plan.
- The overall budget proposal is a 4.75% increase over Fiscal Year 2020 with a bottom line of \$16,348,818.
- A careful review of operational and personnel expenditures was performed to meet the reductions in state aid and local receipts. In doing so, the Town has been able to make appropriate and modest investments in infrastructure and capital needs while controlling costs.

We believe that the Town of Adams operations are stable and steady while providing the opportunity for forward movement. The road ahead is unknown and will likely be rough, but we feel we are in a good position to weather the storm and make changes as needed to maintain that stability. Hopefully, the worst-case scenario will not come to fruition, but we will be prepared. Thank you for your consideration of this proposal as well as your participation in this important process.

Respectfully submitted,

Timothy Burdick, Chairman

Michele Butler

Craig Corrigan

John Cowie

Carol Cushenette

Justin Duval

Charles Foster

Brian Johnson

Sarah Kline

Aimee Kupiec

Jay Meczywor

Stephanie Melito

Rachel Tomkowicz

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Commonwealth of Massachusetts

Town of Adams

Berkshire, ss.

To either of the Constables, of the Town of Adams in the County of Berkshire in said Commonwealth:

Greetings:

*In the name of the Commonwealth, you are hereby directed to notify and warn the Inhabitants of the Town of Adams qualified to vote in Town affairs to meet at the **Town of Adams Bowe Field, Rear Entrance, 371 Old Columbia Street, Adams, Massachusetts on Thursday the 24th day of September 2020, at 6:00 P.M., then and there to act on the following articles, to wit.***

ANNUAL ARTICLES

- Article 1** To choose all other town officers not previously chosen by ballot.
- Article 2** To hear the reports of the Board of Selectmen and other town officers and act thereon.
- Article 3** To hear the reports of any committee and act thereon.
- Article 4** To see if the Town will vote to fix the salary and compensation of all elective officers of the Town in accordance with the provisions of Section 108 of Chapter 41 of the General Laws, as amended, and to see if any of said salaries and compensation shall be increased, or take any other action in relation thereto.

Board of Selectmen

Chairman.....350
Member.....300

Board of Health

Chairman.....350
Member.....300

Board of Assessors

Full-Time71,737
Part-Time.....300

Cemetery Commissioners

Chairman350
Member.....300

Treasurer/Collector.....71,737

Moderator300

Town Clerk71,737

*The Finance Committee voted to **RECOMMEND** that the Town vote to fix the salary and compensation of its elective officers for FY2021 as listed.*

OPERATING OMNIBUS ARTICLE

Article 5 To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary to defray the ordinary expenses of the Town for the fiscal period beginning July 1, 2020 through June 30, 2021, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to raise and appropriate or appropriate from available funds as noted, the amounts shown under the heading “**FY2021 Recommended.**”*

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2020 Approved	FY2021 Recommended	FY2020 Approved	FY2021 Recommended
EXECUTIVE				
Selectmen	6,901	1,834	12,450	12,450
Town Administrator	169,438	174,197	28,100	28,100
Town Counsel	44,121	45,003		
Moderator	305	305	205	205
Town Report			2,100	2,100
FINANCE & TECHNOLOGY				
Finance Committee	528	528	1,930	1,980
Employee/Retiree Benefits	1,323,331	1,439,718		
Accountant	156,270	143,865	38,685	38,630
Technology	6,663	6,795	136,781	154,672
Insurance			178,750	210,300
GENERAL GOVERNMENT				
Assessor	133,913	134,467	9,725	10,125
Treasurer-Collector	124,889	128,032	34,365	33,450
Debt Service				
Town Clerk	136,089	139,366	4,850	4,850
Elections			25,300	34,300
Registrar of Voters	2,004	1,268		
Codification			2,500	2,500
COMMUNITY DEVELOPMENT				
Community Development	114,887	116,222	115,425	115,425
Conservation Commission			1,416	1,625
Planning Board			4,690	4,600
Zoning Board			3,945	3,835
Historical Commission			450	450
Agricultural Commission			400	400
INSPECTION SERVICES				
Inspection Services	197,912	207,306	5,745	5,745
Weights/Measures Inspector			3,500	3,500

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2020 Approved	FY2021 Recommended	FY2020 Approved	FY2021 Recommended
PUBLIC HEALTH				
Board of Health	0	0	11,305	11,550
PUBLIC SAFETY				
Police Department	1,750,933	1,727,364	92,065	107,693
Animal Control Officer	27,739	24,024	4,305	4,225
Parking Management	26,817	23,072	4,950	4,950
Emergency Management	2,105	2,111	3,275	3,775
Forest Warden	3,279	3,279	8,135	8,365
PUBLIC SERVICE				
Council on Aging	217,758	217,720	15,560	15,660
Veterans Services	16,500	16,600	182,055	182,055
Memorial Day Remembrances			1,425	1,450
Library	203,714	203,587	70,168	76,635
PUBLIC BUILDINGS				
Police Station			27,762	28,450
Registry of Deeds			1,050	1,050
Town Hall			26,675	26,675
Public Buildings	57,215	71,716	142,800	130,000
Community Center			400	400
Adams Memorial Building			40,300	40,300
Visitor's Center	0	0	15,850	15,850
PUBLIC WORKS				
Tree Warden/Insect Pest			16,000	16,000
Public Works Administration	112,708	161,535	3,200	3,200
Department of Public Works	1,389,629	1,396,544		
Highways			76,450	76,450
Snow & Ice Control			246,000	246,000
Flood Control			600	600
DPW Garage/Equipment Maintenance			185,500	185,500
Transfer Station	11,244	20,500	59,455	59,455
Wastewater Treatment Plant			332,371	357,475
Wastewater Collection			4,700	4,700
Cemetery, Parks & Grounds			43,675	48,675
Summer Recreation Program				
Celebrations - Seasonal			1,800	1,800
TOTALS		6,406,958		2,328,180

ARTICLE 5 - AVAILABLE FUNDS TO BE USED

DEPARTMENT	FUND	AMOUNT
Parking Department	Parking Meter Fund	10,000
Council on Aging	Council on Aging Fund	25,000
Police Department	Cannabis Fund	20,000

CAPITAL OMNIBUS ARTICLES

Article 6

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary for the purchase, rebuilding and/or installation of certain departmental equipment; for the contracting for certain services; to pay interest and loans maturing during this period; for the repair, reconstruction and/or construction of streets, roadways, sidewalks, sewers, guard rails, retaining walls, buildings, and/or bridges within the Town; further, to authorize the trade-in of any presently owned equipment toward the purchase price thereof, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to raise and appropriate, the amounts shown in the following schedule under the heading “**FY2021 Recommended**” for the purchase, rebuilding and/or installation of certain departmental equipment; for the contracting for certain services; for the repair, reconstruction and/or construction of streets, roadways, sidewalks, sewers, guard rails, retaining walls, buildings, and/or bridges within the Town:*

CAPITAL OUTLAY		
	<i>FY2020 Approved</i>	<i>FY2021 Recommended</i>
ADMINISTRATION AND FINANCE		
Technology	29,000	27,500
Debt Service	464,279	626,940
PUBLIC WORKS		
Wastewater Treatment	40,500	0
Total Recommendation		654,440

ARTICLE 6 - AVAILABLE FUNDS TO BE USED

DEPARTMENT	FUND	AMOUNT
Technology	Technology Fund	27,500

TECHNOLOGY – TOTAL

27,500

Technology

This request is for upgraded Enterprise Software for building controllers. 27,500

The above request is appropriated from the Technology fund for no impact to the Tax Rate.

The current software for controlling three main Town buildings, the Police Station, Town Hall and the Visitor’s Center, will be obsolete and unsupported by calendar year end. This request is for the upgraded software.

DEBT SERVICE – TOTAL**626,940****PRINCIPAL ON MATURING DEBT*****Town Hall/ Police Station/Library Bond Issue***

<i>This request represents the principal of Town Hall, Police Station & Library borrowing.</i>	165,000
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Adams Storm Damage Bond Issue

<i>This request represents the principal for the Storm Damage Bond.</i>	140,000
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Wastewater Treatment Plant

<i>This request represents the principal of the WWTP upgrade borrowing.</i>	175,620
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TOTAL PRINCIPAL	480,620
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INTEREST ON MATURING DEBT***Town Hall/Police Station/Library Bond Issue***

<i>This request represents the interest on the Town Hall/ Police Station/ Library borrowings.</i>	33,500
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Adams Storm Damage Bond Issue

<i>This request represents the interest on the Storm Damage Bond.</i>	82,050
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Wastewater Treatment Plant

<i>This request represents the interest on the WWTP borrowing.</i>	10,770
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TOTAL INTEREST	126,320
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INTEREST – TEMPORARY LOANS

BAN's; GAN's; TAN's; and related fees	20,000
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Temporary borrowing can occur for the following reasons: Anticipation of issuance of long term debt (Bond Anticipation Notes), receipt of grants (Grant Anticipation Notes), or if the Town needs money to meet its financial obligations and the tax bills have yet to be issued (Tax Anticipation Notes).

This request also represents fees associated with various loans.

This request includes the interest on the borrowings for the September storms.

TOTAL INTEREST – TEMPORARY LOANS/FEES	20,000
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Article 7 CAPITAL INFRASTRUCTURE AND EQUIPMENT OUTLAY FROM FREE CASH

To see if the Town will vote to appropriate from available funds, Free Cash, a sum or sums of money as may be necessary for the purchase, rebuilding and/or installation of certain departmental equipment; for the contracting for certain services; buildings within the Town; further, to authorize the trade-in of any presently owned equipment toward the purchase price thereof, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to appropriate from available funds, free cash, the amounts shown in the following schedule under the heading “**FY2021 Recommended**” for the purchase, rebuilding and/or installation of certain departmental equipment; for the contracting for certain services; for the repair, reconstruction and/or construction of buildings and/or grounds with the Town and further, **RECOMMENDED** that the Town vote to authorize the trade-in of any presently owned equipment toward the purchase price thereof, and further, **RECOMMENDED** that each item, and corresponding amount listed be considered a separate appropriation to be expended only for the purpose stated in the explanation of the request from available funds as noted:*

	<i>FY2021 Recommended</i>
EXECUTIVE	
Town Administrator	20,000
Assessor	5,000
PUBLIC SERVICE	
Library	13,350
PUBLIC WORKS	
Highways	217,000
DPW Garage/Equipment Maintenance	28,000
Transfer Station	47,600
Wastewater Treatment Plant	75,000
Cemetery, Parks & Grounds	8,000
TOTAL REQUESTED	413,950

EXECUTIVE

25,000

Town Administrator

This request is for a complete Charter Review.

20,000

Assessor

This request is for finalization of the replacement of the state assessing software that has been discontinued. The field review mandated by the state has caused additional costs.

5,000

PUBLIC SERVICE

13,350

Library

This request is for multiple capital maintenance items at the Adams Free Library including, but not limited to: Transom Window re-glazing; repair of door thresholds, ceilings, basement entrance, and staircases; replacement of window balances and the roof maintenance ladder.

13,350

PUBLIC WORKS

375,600

Equipment Maintenance

This request is for replacement of the Tire Machine and Balancer.

13,000

This request is for a re-fit of Trackless to restore to use.

15,000

Road Maintenance

This request is for replacement of Sewer Pipes during Route 8 project.

217,000

Wastewater Treatment Plant

This request is for replacement of the SCADA Control System.

75,000

Transfer Station

This request is for a DEP mandated repair to the Landfill Cap.

47,600

Cemetery, Parks & Grounds

This request is for purchase of a DR Mower & small mobile equipment.

8,000

REGIONAL SCHOOL ASSESSMENT ARTICLES

Article 8

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary for the operating and capital assessments of the Hoosac Valley Regional School District for the fiscal period beginning July 1, 2020 through June 30, 2021, or take any other action in relation thereto.

	<i>FY2020 Approved</i>	<i>FY2021 Recommended</i>
<i>Hoosac Valley Regional SD</i>	5,792,649	5,925,327

The above assessment consists of five parts:

1) State Department of Elementary & Secondary Education	
Minimum Municipal Contribution (Foundation Budget)	\$ 3,863,738
2) Additional Operating Assessment (above Foundation)	984,145
3) Other Expenditures (Non-foundation Budget-Transportation)	414,079
4) Capital Assessment (Capital Budget),	36,470
5) Capital Assessment – HVHS Project Debt Exclusion	<u>626,895</u>
	<u>\$ 5,925,327</u>

Total Hoosac Valley Regional School District budget	<u>\$ 20,100,111</u>
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*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Hoosac Valley Regional School District FY21 budget and to raise and appropriate \$5,925,327.*

Article 9

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary for the operating and capital assessments of the Northern Berkshire Vocational Regional School District (NBVRSD) for the fiscal period beginning July 1, 2020 through June 30, 2021, or take any other action in relation thereto.

	<i>FY2020 Approved</i>	<i>FY2021 Recommended</i>
No. Berkshire Vocational RSD	1,010,634	1,071,858

The above assessment consists of four parts:

1) State Department of Elementary & Secondary Education	
Minimum Municipal Contribution (Foundation Budget),	\$ 884,541
2) Additional Operating Assessment (above Foundation),	134,829
3) Additional Operating Assessment (Non-Foundation-Transportation),	41,602
4) Capital Assessment (Capital Budget)	<u>10,886</u>
	<u>\$ 1,071,858</u>

Total Northern Berkshire Vocational Regional School District budget	<u>\$ 10,038,602</u>
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*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Northern Berkshire Vocational Regional School District FY21 budget and to raise and appropriate \$1,071,858.*

TRANSFERS TO SPECIAL FUNDS

- Article 10** To see if the Town will vote to appropriate from available funds, a sum of money to be used to lower the tax rate, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

It is proposed that \$250,000 of Free Cash be utilized to offset this year's Tax Rate.

- Article 11** To see if the Town will vote to transfer from available funds a sum of money to be added to the Stabilization Fund, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to transfer the balance of the FY20 Reserve Fund, as of June 30, 2020, to the Stabilization Fund. The present balance is \$165,000.*

This article will transfer the balance of the Reserve Fund, currently \$165,000, to the Stabilization Fund.

- Article 12** To see if the Town will vote to raise and appropriate or appropriate from available funds a sum of money to provide for extraordinary and/or unforeseen expenditures to be known as the Reserve Fund account, transfer from which may be made from time to time only by the Finance Committee, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to raise and appropriate the sum of \$175,000 to be utilized by the Finance Committee for extraordinary and/or unforeseen expenditures to be known as the Reserve Fund Account, transfer from which may be made from time to time only by the Finance Committee.*

This is an annual item that allows the Town the flexibility to meet operational difficulties, through the Finance Committee, and will eliminate the expense of calling a Special Town Meeting. Request: \$175,000.

- Article 13** To see if the Town will vote to raise and appropriate or appropriate from available funds a sum of money to pay unpaid bills of current or prior fiscal years, or take any other action in relation thereto.

No Recommendation

At this time, there are no outstanding bills.

ANNUAL AUTHORIZATION ARTICLES

- Article 14** To see if the Town will vote to authorize its Board of Selectmen to apply for and receive funds from the Community Development Block Grant Program under the Housing and Community Development Act of 1974, as amended, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

This article will allow the Town to apply for and expend Community Development Block Grants.

- Article 15** To see if the Town will vote to authorize its Board of Selectmen to apply for and receive funds from the United States Department of Agriculture under the Community Facilities Grant program, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

This article will allow the Town to apply for and expend Community Facilities Grants.

Article 16 To see if the Town will vote to accept certain perpetual care funds that were received during the period January 1, 2019 through December 31, 2019 for the care and maintenance of cemetery lots, such funds are in the custody of the Town Treasurer, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept certain perpetual care funds amounting to \$3,100 that were received during the period January 1, 2019 through December 31, 2019 for the care and maintenance of the cemetery lots, such funds are in the custody of the Town Treasurer.*

This article will allow the Town to accept the \$3,100 deposited with the Town for the care and maintenance of cemetery lots.

Article 17 To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow in the event of a revenue shortfall to allow the Treasurer to borrow via Revenue Anticipation Notes (RAN's), Tax Anticipation Notes (TAN's), Federal Aid Anticipation Notes (FAAN's), Grant Anticipation Notes (GAN's), and State Aid Anticipation Notes (SAAN's), in an amount not to exceed the anticipated revenue shortfall, or take any action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The law requires that the Town annually grant this authority to the Town Treasurer.

BY-LAW AMENDMENTS

Article 18 ***AUTHORIZE REVOLVING FUND SPENDING LIMITS***

To see if the Town will vote, pursuant to Massachusetts General Law Ch. 44, §53E ½ to establish limitations on expenditures from the revolving funds established by Chapter 50 of the General Bylaws, entitled, "Revolving Funds", as follows, or take any action in relation thereto:

Revolving Account	FY2021 Expenditure Limit
Bid Specification Revolving Fund	\$ 5,000
Sanitary Sewer Revolving Fund	30,000
Promotional Revolving Fund	5,000
Library Revolving Fund	7,000
Transfer Station Revolving Fund	60,000
Inspection Services Fund	25,000
Tax Title Revolving Fund	20,000
Adams Visitor Center	25,000
Adams Memorial Building	\$ 25,000

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

Article 19 AMEND COMPENSATION PLAN

To see if the Town will vote to amend the Compensation Plan as established by Section 10-5 of the Town of Adams Code of Laws or take any other action in relation thereto.

SALARY ADMINISTRATION PLAN - ANNUAL RATE TABLE - FISCAL YEAR 2021												
This represents a 2% Increase over Fiscal 2020												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	21,966	22,515	23,079	23,655	24,247	24,854	25,476	26,112	26,765	27,434	28,120	28,823
2	23,943	24,542	25,156	25,784	26,429	27,091	27,769	28,462	29,173	29,904	30,651	31,417
3	26,098	26,751	27,420	28,106	28,809	29,529	30,268	31,025	31,800	32,596	33,411	34,244
4	28,447	29,159	29,887	30,636	31,401	32,187	32,993	33,817	34,661	35,530	36,418	37,326
5	31,007	31,784	32,577	33,394	34,227	35,083	35,962	36,861	37,781	38,727	39,695	40,686
6	33,798	34,644	35,510	36,399	37,307	38,241	39,200	40,178	41,181	42,212	43,268	44,348
7	36,841	37,761	38,705	39,675	40,664	41,683	42,727	43,794	44,887	46,011	47,161	48,339
8	40,157	41,160	42,189	43,245	44,324	45,434	46,573	47,735	48,927	50,152	51,405	52,689
9	43,772	44,864	45,986	47,137	48,313	49,524	50,765	52,031	53,331	54,667	56,031	57,431
10	47,713	48,902	50,124	51,380	52,661	53,981	55,334	56,715	58,130	59,587	61,074	62,600
11	52,007	53,303	54,636	56,005	57,400	58,839	60,314	61,819	63,362	64,949	66,571	68,235
12	56,688	58,101	59,554	61,045	62,566	64,135	65,742	67,382	69,064	70,795	72,562	74,376
13	61,791	63,330	64,914	66,539	68,197	69,907	71,658	73,447	75,280	77,167	79,093	81,070
14	67,353	69,030	70,755	72,528	74,335	76,199	78,107	80,057	82,056	84,112	86,212	88,366
15	73,416	75,242	77,123	79,056	81,025	83,057	85,137	87,262	89,441	91,682	93,971	96,319
16	80,024	82,013	84,064	86,171	88,317	90,532	92,799	95,116	97,491	99,933	102,429	104,988
SALARY ADMINISTRATION PLAN - HOURLY RATE TABLE - FISCAL YEAR 2021												
Grade	Step 1	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
1	12.02	12.32	12.63	12.95	13.27	13.60	13.94	14.29	14.65	15.02	15.39	15.78
2	13.11	13.43	13.77	14.11	14.47	14.83	15.20	15.58	15.97	16.37	16.78	17.20
3	14.28	14.64	15.01	15.38	15.77	16.16	16.57	16.98	17.41	17.84	18.29	18.74
4	15.57	15.96	16.36	16.77	17.19	17.63	18.06	18.51	18.97	19.45	19.93	20.43
5	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.18	20.68	21.20	21.73	22.27
6	18.50	18.96	19.44	19.92	20.42	20.93	21.46	21.99	22.54	23.10	23.68	24.27
7	20.16	20.67	21.19	21.72	22.26	22.82	23.39	23.97	24.57	25.19	25.81	26.46
8	21.98	22.53	23.09	23.67	24.26	24.87	25.49	26.13	26.79	27.46	28.14	28.84
9	23.96	24.56	25.17	25.80	26.44	27.11	27.79	28.48	29.19	29.92	30.67	31.43
10	26.12	26.77	27.44	28.12	28.82	29.55	30.29	31.04	31.82	32.61	33.43	34.26
11	28.47	29.18	29.90	30.65	31.42	32.21	33.01	33.84	34.68	35.55	36.44	37.35
12	31.03	31.80	32.60	33.41	34.25	35.10	35.98	36.88	37.80	38.75	39.72	40.71
13	33.82	34.66	35.53	36.42	37.33	38.26	39.22	40.20	41.20	42.24	43.29	44.37
14	36.87	37.78	38.73	39.70	40.69	41.71	42.75	43.82	44.91	46.04	47.19	48.37
15	40.18	41.18	42.21	43.27	44.35	45.46	46.60	47.76	48.96	50.18	51.43	52.72
16	43.80	44.89	46.01	47.17	48.34	49.55	50.79	52.06	53.36	54.70	56.06	57.46

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

Article 20 *CREATE NEW SECTION 125-40 – “Smart Growth Overlay District” A. – M.*

To see if the Town will vote to amend Chapter 125 (Zoning) of the Code of the Town of Adams, by creating a new section entitled “Smart Growth Overlay District” Adams to read as follows, or take any other action in relation thereto.

THIS ARTICLE REQUIRES A 2/3 MAJORITY VOTE.

ARTICLE IV. SPECIAL REGULATIONS

§125-40. Smart Growth Overlay District (SG District).

A. Purpose.

The purposes of this Section are:

- (1) Establish a Smart Growth Overlay District (SG District) to encourage smart growth in accordance with the purposes of G. L. Chapter 40R;
- (2) Encourage the revitalization of existing buildings to benefit the general health and welfare of our residents and the region;
- (3) Promote the economic health and vitality of the Town by encouraging the preservation, reuse, renovation, and repurposing of underutilized historic structures where applicable;
- (4) Provide a mechanism for increasing the supply and diversity of housing to meet existing and anticipated housing needs;
- (5) Maintain or increase the supply of affordable housing units;
- (6) Encourage the creation of new multifamily and residential developments in appropriate locations at appropriate densities;
- (7) Enable the Town to receive Zoning Incentive Payments and Density Bonus Payments in accordance with G.L. c. 40R and 760 CMR 59.06, arising from the development of housing in the SG District, and,
- (8) To maintain a consistently high level of design quality.

B. Definitions.

For purposes of this Section, the following definitions shall apply, subject to the limitations below. All capitalized terms shall be defined in accordance with the definitions established under the Enabling Laws, §125-40B, or as set forth in the PAA Regulations. To the extent that there is any conflict between the definitions set forth in this Section, the Design Standards or the PAA Regulations and the Enabling Laws, the definitions under the Enabling Laws shall govern.

AFFORDABLE HOMEOWNERSHIP UNIT – an Affordable Housing unit required to be sold to an Eligible Household.

AFFORDABLE HOUSING – housing that is affordable to and occupied by Eligible Households.

AFFORDABLE HOUSING RESTRICTION – a deed restriction for Affordable Housing meeting the statutory requirements in G.L. Chapter 184, Section 31 and the requirements of this Section.

AFFORDABLE RENTAL UNIT – an Affordable Housing unit required to be rented to an Eligible Household.

APPLICANT – the individual or entity that submits a Project for Plan Approval.

AS-OF-RIGHT – a use allowed in the SG District without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Project that requires Plan Approval by the PAA pursuant to this Section shall be considered an as-of-right Project.

DEPARTMENT OR DHCD – the Massachusetts Department of Housing and Community Development, or any successor agency.

DESIGN STANDARDS – provisions of the *Adams 40R Smart Growth Overlay District and Downtown Façade & Signage Improvement Program Design Guidelines*, provided the applicable version of such guidelines has been approved by DHCD and is on file with the Town Clerk.

DEVELOPABLE LAND – an area of land that does not include floodplain, wetlands or wetland buffer zone areas, River Protection Areas, rare and endangered species habitats as designated by the Massachusetts Natural Heritage and Endangered Species Program, or slopes over 15%.

ELIGIBLE HOUSEHOLD – an individual or household whose annual income is less than 80 percent of the area-wide median income as determined by the United States Department of Housing and Urban Development (HUD) or any successor agency, adjusted for household size, with income computed using HUD’s rules for attribution of income to assets.

GOVERNING LAWS – G.L. Chapter 40R, and 760 CMR 59.00 or applicable successor regulation.

LIGHT INDUSTRIAL USE – fabrication, finishing, packaging or assembly operation utilizing hand labor or quiet machinery and processes, that are free from agents disturbing to the neighborhood, including but not limited to odors, gas fumes, smoke, cinders, flashing or excessively bright lights, refuse matter, electromagnetic radiation, heat or vibration.

LIVE/WORK UNIT – a living unit in which the resident(s) are engaged in creative production and services, and which may or may not include retail sales of items produced on-site, provided such sales do not occur more than 12 hours per week or between the hours of 8:00 PM to 8:00 AM.

MIXED-USE DEVELOPMENT PROJECT – a Project containing a mix of residential uses and non-residential uses, as allowed by this Section, and subject to all applicable provisions of this Section.

MONITORING AGENT – the local housing authority or other qualified housing entity designated by the PAA pursuant to this Section to review and implement the affordability requirements affecting Projects under this Section.

MULTI-FAMILY RESIDENTIAL USE – a residential building in which there are three (3) or more residential dwelling units.

PAA REGULATIONS – the rules and regulations of the PAA adopted pursuant to subsection J(3).

PLAN APPROVAL – standards and procedures which Projects utilizing the provisions of the SG District must meet, pursuant to subsections K(1) through (6) and the Enabling Laws.

PLAN APPROVAL AUTHORITY (PAA) – the Adams Planning Board, authorized under subsection J to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the SG District.

PROJECT – a Residential or Mixed-use development undertaken within the SG District in accordance with the requirements of this Section.

RESIDENTIAL PROJECT – a Project that consists solely of residential, parking, and accessory uses.

SG DISTRICT – the Smart Growth Overlay District established by this Section pursuant to G. L. Chapter 40R.

ZONING BYLAW – the current effective Zoning Bylaw of the Town of Adams.

C. Establishment and Location.

The SG District is an overlay district consisting of the land shown on the Map entitled Smart Growth Overlay District (SGD), dated July 10, 2019 and on file with the Town Clerk, and further defined as follows:

- (1) Subdistricts. The SG District shall consist of the following four (4) subdistricts:

Subdistrict A: “Park Street Smart Growth Area,” which shall consist of the land shown on the 2019 Town of Adams Assessors’ Map as Parcels 115/005, 115/004, and 113/098.

Subdistrict B: “Schools Smart Growth Area,” which shall consist of the land shown on the 2019 Town of Adams Assessors’ Map as Parcels 112/002, 115/075, 109/029, and 119/271

Subdistrict C: “Mills Smart Growth Area,” which shall consist of the land shown on the 2019 Town of Adams Assessors’ Map as Parcels 112/012.1, 112/012.2, 115/088, 121/034, 121/035, 120/036, and 122/041.

Subdistrict D: “Developable Land Smart Growth Area,” which shall consist of the land shown on the 2019 Town of Adams Assessors’ Map as Parcels 109/128, 116/075, 116/077, 116/078, and 116/268.

D. Applicability.

- (1) The SG District is an overlay district superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s) shall remain in full force, except for those Projects undergoing development pursuant to this Section. Within the boundaries of the SG District, a developer may elect either to develop a Project in accordance with the requirements of the SG District, or to develop a project in accordance with the regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s) or other applicable overlay district(s).
- (2) An Applicant seeking to develop a Project located within the SG District must submit an application for Plan Approval in accordance with the provisions of the Enabling Laws and this Section. Notwithstanding anything to the contrary in the Zoning Bylaw, such Project shall not be subject to any other provisions of the Zoning Bylaw, including limitations upon the issuance of building permits for residential uses related to a rate of development or phased growth limitation or to a local moratorium on the issuance of such permits, or to other building permit or dwelling unit limitations.
- (3) Administration, Enforcement, and Appeals. The provisions of this Section 125-50 shall be administered by the Building Commissioner, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA under Sections H and J through L shall be governed by the applicable provisions of G.L. Chapter 40R. Any other request for enforcement or appeal arising under this section 125-40 shall be governed by the applicable provisions of G.L. Chapter 40A.

E. Permitted Uses.

The following uses are permitted as-of-right for Projects within and seeking Plan Approval per the provisions of the SG District. Any other use of land or buildings in connection with a Project in the SG District is prohibited.

- (1) Subdistrict A (Park Street Smart Growth Area):
 - a. Multi-family residential uses.
 - b. Mixed-use Projects, incorporating multifamily residential uses and any of the following non-residential uses, where the minimum gross floor area devoted to residential uses shall be no less than 67% of the gross floor area of the Project:
 - i. Offices, including medical offices and co-working facilities
 - ii. Retail stores, including banks, but excluding wholesale establishments and establishments with drive-through windows
 - iii. General service establishments and personal service establishments
 - iv. Bakeries and artisan food or beverage producers
 - v. Restaurants and cafes, indoor or outdoor
 - vi. Hotels
 - c. Accessory uses, including home occupations, and parking accessory to any of the above permitted uses.
- (2) Subdistrict B (Schools Smart Growth Area):
 - a. Multi-family residential uses.
 - b. Mixed-use Projects, incorporating multifamily residential uses and any of the following non-residential uses, where the minimum gross floor area devoted to the residential uses shall be no less than 70% of the gross floor area of the Project:
 - i. Restaurants and cafes, indoor or outdoor
 - ii. Personal service establishments, including daycares
 - iii. Medical offices and co-working spaces
 - iv. Municipal offices or facilities
 - v. Retail stores, including banks, but excluding wholesale establishments and establishments with drive-through windows
 - c. Accessory uses, including home occupations, and parking accessory to any of the above permitted uses.
- (3) Subdistrict C (Mills Smart Growth Area):
 - a. Multi-family residential uses, which may include live/work units;
 - b. Mixed-use Projects, incorporating multifamily residential uses and any of the following non-residential uses, where the minimum gross floor area devoted to the residential uses shall be no less than 80% of the gross floor area of the Project:
 - i. Offices, including medical offices
 - ii. Retail stores, including banks, but excluding wholesale establishments and establishments with drive-through windows
 - iii. General service establishments and personal service establishments, including daycares
 - iv. Bakeries and artisan food or beverage producers
 - v. Restaurants and cafes, indoor or outdoor
 - vi. Hotels
 - vii. Community, education, or recreational uses, including museums, parks, playgrounds, health clubs and gym/fitness centers
 - viii. Municipal facilities
 - ix. Light industrial uses

- c. Accessory uses, including home occupations, and parking accessory to any of the above permitted uses.
- (4) Subdistrict D (Developable Land Smart Growth Area):
- a. Multi-family residential uses, which may include live/work units
 - b. Personal service establishments, including daycares.
 - c. Accessory uses, including home occupations, and parking accessory to any of the above permitted uses.

F. Affordable Housing.

For all Projects, not less than twenty percent (20%) of housing units constructed shall be Affordable Housing, and, subject to the foregoing, not more than forty percent (40%) of housing units approved in the District as a whole under this Section shall be Affordable Housing. The PAA may allow a greater percentage of affordable housing at its discretion. For purposes of calculating the number of units of Affordable Housing required within a Project, any fractional unit shall be deemed to constitute a whole unit. Affordable housing shall be subject to the following requirements:

- (1) **Monitoring Agent.** A Monitoring Agent, which may be the local housing authority or other qualified housing entity, shall be designated by the PAA in its plan approval. In a case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the PAA or by DHCD such duties shall devolve to and thereafter be administered by a qualified housing entity designated by the PAA. In any event, such Monitoring Agent shall ensure the following, both prior to issuance of a Building Permit for a Project within the SG District, and on a continuing basis thereafter, as the case may be:
 - a. Prices of Affordable Homeownership Units are properly computed; rental amounts of Affordable Rental Units are properly computed;
 - b. Income eligibility of households applying for Affordable Housing is properly and reliably determined;
 - c. The housing marketing and resident selection plan conforms to all applicable requirements, has been approved by DHCD, specifically with regard to conformance with G.L. c. 40R and 760 CMR 59.00, and is properly administered;
 - d. Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and resident selection plan with appropriate unit size for each household being properly determined and proper preference being given; and
 - e. Affordable Housing Restrictions meeting the requirements of this Section are approved by DHCD, specifically with regard to conformance with G.L. c. 40R and 760 CMR 59.00, and recorded with the Northern Berkshire Registry of Deeds.
- (2) **Submission Requirements.** As part of an application for Plan Approval for a Project within the SG District, the Applicant must submit the following documents identified herein to the PAA and the Monitoring Agent:
 - a. Evidence that the Project complies with the cost and eligibility requirements of subsection F(3);
 - b. Project plans that demonstrate compliance with the requirements of subsection F(4); and
 - c. A form of Affordable Housing Restriction that satisfies the requirements of subsection F(5).

These documents in combination shall include details about construction related to the provision, within the development, of units that are accessible to the disabled and appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

- (3) Cost and Eligibility Requirements. Affordable Housing shall comply with the following requirements:
 - a. Affordable Housing required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.
 - b. For an Affordable Rental Unit, the monthly rent payment, including utilities and parking, shall not exceed thirty (30%) percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless other affordable housing program rent limits approved by the DHCD shall apply.
 - c. For an Affordable Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowners' association fees, insurance, and parking, shall not exceed thirty (30%) percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one.
 - d. Prior to the granting of any Building Permit for a Project, the Applicant must demonstrate:
 - i. to the satisfaction of the Monitoring Agent, that the method by which such affordable rents or affordable purchase prices are computed shall be consistent with state or federal guidelines for affordability applicable to Adams; and
 - ii. to the satisfaction of the Monitoring Agent and the PAA that the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction have been approved by DHCD.
- (4) Design and Construction. Units of Affordable Housing shall be finished housing units. Units of Affordable Housing shall be dispersed proportionately throughout the Project of which they are a part, across all residential buildings, floors and distinct unit types in accordance with the affordable housing restriction and marketing and tenant selection plan approved by DHCD and be comparable in initial construction quality and exterior design to the other housing units in the Project. Unless expressly required otherwise under one or more applicable state or federal housing subsidy programs, the bedroom-per-unit average for the Affordable Housing must be equal to or greater than the bedroom-per-unit average for the unrestricted/market-rate units.
- (5) Affordable Housing Restriction. Each Project shall be subject to an Affordable Housing Restriction which is recorded with the appropriate Registry of Deeds or registry district of the Land Court and which contains the following:
 - a. Specification of the term of the Affordable Housing Restriction, which shall be no less than thirty (30) years;
 - b. The name and address of the Monitoring Agent, with a designation of its power to monitor and enforce the Affordable Housing Restriction;
 - c. A description of the Affordable Homeownership Unit, if any, by address and number of bedrooms; and a description of the overall quantity, initial unit designations and number of bedrooms and number of bedroom types of Affordable Rental Units in a Project or portion of a Project which are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Unit and shall apply to a percentage

of rental units of a rental Project or the rental portion of a Project with the initially designated Affordable Rental Units identified in, and able to float subject to specific approval by DHCD in accordance with, the corresponding Affirmative Fair Housing Marketing Plan (AFHMP) and DHCD's AFHMP guidelines.

- d. Reference to a housing marketing and resident selection plan, to which the Affordable Housing is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. The plan shall designate the household size appropriate for a unit with respect to the number of bedrooms and provide that a preference for such Unit shall be given to a household of the appropriate size;
 - e. A requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the housing marketing and resident selection plan;
 - f. Reference to the formula pursuant to which rent of a rental unit or the maximum resale price of a homeownership unit will be set;
 - g. A requirement that only an Eligible Household may reside in Affordable Housing and that notice of any lease of any Affordable Rental Unit shall be given to the Monitoring Agent;
 - h. Provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction by the Monitoring Agent;
 - i. Provision that the restriction on an Affordable Homeownership Unit shall run in favor of the Monitoring Agent and/or the Town, in a form approved by Town Counsel, and shall limit initial sale and re-sale to occupancy by an Eligible Household;
 - j. Provision that the restriction on Affordable Rental Units in a rental Project or rental portion of a Project shall run with the rental Project or rental portion of a Project and shall run in favor of the Monitoring Agent and/or the Town, in a form approved by Town Counsel, and shall limit rental and occupancy to an Eligible Household;
 - k. Provision that the owner or manager of Affordable Rental Units shall file an annual report to the Monitoring Agent, in a form specified by that agent, certifying compliance with the affordability provisions of this Section and containing such other information as may be reasonably requested in order to ensure affordability; and
 - l. A requirement that residents in Affordable Housing provide such information as the Monitoring Agent may reasonably request in order to ensure affordability.
- (6) Costs of Housing Marketing and Selection Plan. The housing marketing and selection plan may make provision for payment by the Project Applicant of reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements. Such payment shall not exceed one-half percent (1/2%) of the amount of rents of Affordable Rental Units (payable annually) or one-half percent (1/2%) of the sale or resale prices of Affordable Homeownership Units (payable upon each such sale or resale), as applicable.
- (7) Age Restrictions. Nothing in this subsection F shall permit the imposition of restrictions on age upon Projects unless proposed or agreed to voluntarily by the Applicant. However, the PAA may, in its review of an application for Plan Approval, allow a specific Project within the SG District designated exclusively for the elderly, persons with disabilities, or for assisted living, provided that any such Project shall be in compliance with all applicable federal, state and local fair housing laws and regulations and not less than twenty-five percent (25%) of the housing units in such a restricted Project shall be restricted as Affordable units.

- (8) Phasing. For any Project that is approved and developed in phases, the percentage of Affordable units in each phase shall be at least equal to the minimum percentage of Affordable Housing required herein. Where the percentage of Affordable Housing is not uniform across all phases, the unit dispersal and bedroom proportionality requirements herein shall be applied proportionately to the Affordable Housing provided for in each respective phase.
- (9) No Waiver. Notwithstanding anything to the contrary herein, the affordability provisions in the SG District shall not be waived unless expressly approved in writing by DHCD.

G. Density and Dimensional Requirements.

Notwithstanding anything to the contrary in this Zoning Bylaw, the dimensional requirements applicable in the SG District are as follows:

- (1) Residential Density. Multifamily residential (three or more dwelling units) and mixed use Projects in the SG District may be developed as-of-right at a minimum density of 20 dwelling units per acre of Developable Land. Two-family and three-family residential Projects may be developed as-of-right in Subdistrict D at a minimum density of 12 dwelling units per acre of Developable Land.
- (2) Lot Area, Frontage, and Yard Setbacks. Each project shall have:

Minimum Project area:	10,000 square feet
Minimum length of frontage:	50 feet
Minimum front yard setback:	0 feet in Subdistrict A; 25 feet in all other Subdistricts
Minimum side yard setback:	No requirement between buildings within a Project; 10 feet between any Project building and the boundary of the SGD
Minimum rear yard setback:	No requirement between buildings within a Project; 10 feet between any Project building and the boundary of the SGD

For the purposes of this subsection, frontage and front yard setbacks shall be determined with respect to public and private streets, as well as to private ways providing similar access.

- (3) Access. Individual buildings or parcels within a Project site shall have coordinated street access. There shall be not more than one driveway (curb cut) per 50 feet of frontage.
- (4) Open Space. The Town of Adams encourages preservation of open space areas to the extent possible in all Projects. For the purpose of this subsection, “open space” shall be defined as yards, playgrounds, walkways and other areas not covered by parking and driveways; such open space need not be accessible to the public. The site design for Projects may include common open space facilities. Where proposed, the plans and any necessary supporting documents submitted with an application for Plan Approval within the SGD shall show the general size, character, and general area within which common open space or facilities will be located. The plans and documentation submitted to the PAA shall include a description of proposed ownership and maintenance provisions of all common open space and facilities and, if requested by the PAA, any necessary restrictions or easements designed to preserve the open space and recreational areas from future development. Upon consideration of the above information, the PAA may approve a waiver for dimensional requirements to allow for common open space or facilities, as provided for below in this subsection.
- (5) Building Height, maximum. Each project shall not exceed:

Subdistrict A:	4 stories or 50 feet
Subdistrict B:	4 stories or 50 feet
Subdistrict C:	5 stories or 60 feet
Subdistrict D:	3 stories or 40 feet
- (6) Nonresidential Floor Area. As per subsection E, above.

H. Building Design Standards.

Applicable to all projects:

- (1) Relationship to Historic Architecture and Context. Any existing buildings in the SG District at the time of adoption of the SG District shall be retained unless it is satisfactorily demonstrated to the PAA that renovation and reuse are infeasible. Where the PAA denies such relief with respect to parcels for which DHCD has qualified the corresponding Incentive Units and the applicant believes that such relief has been unreasonably withheld and that retention would render development infeasible, the applicant may submit evidence of such to DHCD which the Department shall consider before issuing any subsequent Certificate of Compliance under 760 CMR 59.07.
- (2) The renovation of existing buildings should follow the provisions of the Adams 40R Smart Growth Overlay District and the Adams Downtown Façade Design Guidelines.
- (3) New construction should, to the extent possible, follow the provisions of the Adams 40R Smart Growth Overlay District and the Adams Downtown Façade Design Guidelines

I. Parking and Loading Requirements.

Notwithstanding parking and loading requirements established §125-13 of the Adams Town Code, the following requirements are applicable for Projects within the SG District.

- (1) Parking spaces. For Projects located in the SG District, unless otherwise approved by the PAA, the following minimum requirements shall apply:
Residential project: One parking space per residential unit
Mixed-use project: One parking space per residential unit plus the applicable quantity computed per the table below:

USE	MINIMUM & MINIMUM PARKING REQUIRED
Office, retail, wholesale, general service, personal establishments	1 space per 250 square feet of net service and useable floor area
Bakeries and artisan food or beverage producers	1 space per employee
Restaurants and cafes	1 space per four (4) seats
Hotels	1 space per guest room
Community, education, or recreational uses	1 space for each four (4) seats or equivalent floor area
Municipal buildings and facilities	1 space per 250 square feet of net useable office area
Light industrial uses	1 space per 1.3 employees at the largest shift plus one spacer per 2.6 employees at the second largest shift

- (2) Loading spaces. Unless otherwise approved by the PAA, one loading space shall be provided for every 20,000 gross square feet of floor area for non-residential use. Loading spaces must be demonstrated to be of sufficient area and height to serve the intended use.
- (3) Shared Parking and Loading. Notwithstanding anything to the contrary herein, the use of shared parking or loading to fulfill parking or loading demands noted above that occur at different times of day is strongly encouraged. Minimum parking and loading

- requirements above may be reduced by the PAA through the Plan Approval process if the applicant can demonstrate that shared spaces will meet demands by using accepted methodologies (e.g. the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved studies identified in the PAA Regulations or the Enabling Laws).
- (4) Reduction in parking or loading requirements. Notwithstanding anything to the contrary herein, any minimum required amount of parking or loading may be reduced by the PAA through the Plan Approval process if the applicant can demonstrate that the lesser amount of parking or loading will not cause excessive congestion, endanger public safety, or that a lesser amount of parking or loading will provide positive environmental or other benefits, taking into consideration:
- a. The availability of surplus off street parking or loading in the vicinity of the use being served and/or the proximity of a bus stop or transit station;
 - b. The availability of public or commercial parking or loading facilities in the vicinity of the use being served;
 - c. Shared use of off street parking or loading spaces serving other uses having peak user demands at different times;
 - d. Age or other occupancy restrictions which are likely to result in a lower level of auto usage;
 - e. Impact of the parking or loading requirement on the physical environment of the affected area of the Project or adjacent areas or lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
 - f. Such other factors as may be considered by the PAA.
- (5) Location of Parking and Loading. Any surface parking lot or loading area shall, to the maximum extent feasible, be located at the rear or side of a building, relative to any principal street, public open space, or pedestrian way.

J. Plan Approval of Projects: General Provisions

- (1) Plan Approval. All Applicants for Projects proposed to be developed in accordance with this Section shall submit an application for Plan Approval to the PAA to be reviewed for consistency with the purpose and intent of the SG District. Such Plan Approval process shall be construed as an as-of-right review and approval process as required by and in accordance with the Enabling Laws.
- (2) Plan Approval Authority (PAA). The Planning Board, consistent with G.L. Chapter 40R and 760 CMR 59.00, shall be the Plan Approval Authority (the “PAA”), and it is authorized to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the SG District.
- (3) PAA Regulations. The Plan Approval Authority may adopt administrative rules and regulations relative to Plan Approval. Such rules and regulations must be approved by DHCD.
- (4) Project Phasing. An Applicant may propose, in a Plan Approval submission, that a Project be developed in phases, provided that the submission shows the full buildout of the Project and all associated impacts as of the completion of the final phase, and subject to the approval of the PAA. Any phased project shall comply with the provisions of subsection F(8).

K. Plan Approval Procedures

- (1) Pre-application (Optional). Prior to the submittal of a Plan Approval submission, a “Concept Plan” may be submitted to help guide the development of the definitive submission for Project buildout and individual elements thereof. Such Concept Plan should reflect the following: areas of developable and undevelopable land; overall building envelope areas; open space and natural resource areas; general site improvements, groupings of buildings, proposed land uses; and conceptual designs of any new construction, if available. The Concept Plan is intended to be used as a tool for both the Applicant and the PAA to ensure that the proposed Project design will be consistent with the Design Standards and other requirements of the SGD.
- (2) Required Submittals. An application for Plan Approval shall be submitted to the PAA on the form provided by the PAA and approved by DHCD, and accompanied by an application fee if required, which shall be as set forth in the PAA Regulations. The application shall be accompanied by such plans and documents as may be required and set forth in the PAA Regulations. For any Project that is subject to the affordability requirements of subsection F, the application shall be accompanied by all materials required under subsection F(2). All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals forty feet (1”=40’) or larger, or at a scale as approved in advance by the PAA.
- (3) Filing. An Applicant for Plan Approval shall file the required number of copies of the application form and the other required submittals as set forth in the PAA Regulations with the Town Clerk, and a copy of the application including the date of filing certified by the Town Clerk shall be filed forthwith with the PAA.
- (4) Circulation to Other Boards. Upon receipt of the Application, the PAA shall immediately provide a copy of the application materials to the Select Board, Board of Health, Conservation Commission, Fire Department, Police Department, Building Commissioner, Department of Public Works, the Monitoring Agent (for any Project subject to the affordability requirements of subsection F), and other municipal officers, agencies or boards for comment, and any such board, agency or officer shall provide any written comments within 60 days of its receipt of a copy of the plan and application for approval.
- (5) Hearing. The PAA shall hold a public hearing for which notice has been given as provided in Section 11 of G.L. Chapter 40A. The decision of the PAA shall be made, and a written notice of the decision filed with the Town Clerk, within 120 days of the receipt of the application by the Town Clerk. The required time limits for such action may be extended by written agreement between the Applicant and the PAA, with a copy of such agreement being filed in the office of the Town Clerk. Failure of the PAA to take action within said 120 days or extended time, if applicable, shall be deemed to be an approval of the Plan Approval application.
- (6) Peer Review. The Applicant shall be required to pay for reasonable consulting fees to provide peer review of the Plan Approval application, pursuant to G.L. Chapter 40R, Section 11(a). Such fees shall be held by the Town in a separate account and used only for expenses associated with the review of the application by outside consultants, including, but not limited to, attorneys, engineers, urban designers, housing consultants, planners, and others. Any surplus remaining after the completion of such review, including any interest accrued, shall be returned to the Applicant forthwith.

L. Plan Approval Decisions

- (1) Plan Approval. Plan Approval shall be granted where the PAA finds that:
 - a. The Applicant has submitted the required fees and information as set forth in the PAA Regulations; and
 - b. The Project as described in the application meets all of the requirements and standards, including affordability requirements and Design Standards, and the PAA Regulations, or a waiver has been granted therefrom; and
 - c. The Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction have been approved by DHCD, or the PAA approval is conditioned upon DHCD granting approval of the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction; provided that if any provision in the PAA decision is in conflict with DHCD's requirements for affirmative fair housing marketing and resident selection, DHCD's requirements shall control; and
 - d. Any extraordinary adverse potential impacts of the Project on nearby properties have been adequately mitigated.

For a Project subject to the affordability requirements of subsection F, compliance with condition b above shall include written confirmation by the Monitoring Agent that all requirements of that subsection have been satisfied. The PAA may attach conditions to the Plan Approval decision that are necessary to ensure substantial compliance with this Section and the PAA's approval, or to mitigate any extraordinary adverse potential impacts of the Project on nearby properties. Any conditions and fees imposed upon the Applicant must be proportional and have a rational nexus to the potential impacts of the Project on the site and on nearby land.

- (2) Plan Disapproval. A Plan Approval application may be disapproved only where the PAA finds that:
 - a. The Applicant has not submitted the required fees and information as set forth in the PAA Regulations; or
 - b. The Project as described in the application does not meet all of the requirements and standards set forth in this Section and the PAA Regulations, or that a requested waiver therefrom has not been granted; or
 - c. It is not possible to mitigate adequately significant adverse project impacts on nearby properties by means of suitable conditions.
- (3) Waivers. Upon the request of the Applicant, and subject to compliance with G.L. c. 40R, 760 CRM 59.00 and this Section, the Plan Approval Authority may waive dimensional and other requirements of this Section, including the Design Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the SGD, or if it finds that such waiver will allow the Project to achieve the density, affordability, mix of uses, and/or physical character allowable under this Section.
- (4) Project Phasing. The PAA, as a condition of any Plan Approval, may allow a Project to be phased at the request of the Applicant, or it may require a Project to be phased for the purpose of coordinating its development with the construction of Planned Infrastructure Improvements (as that term is defined under 760 CMR 59.00), or to mitigate any extraordinary adverse Project impacts on nearby properties. For Projects that are approved and developed in phases, unless otherwise explicitly approved in writing by the Department in relation to the specific Project, the proportion of Affordable units shall be at least equal to the minimum percentage of Affordable Housing required under subsection F.

- (5) Form of Decision. The PAA shall issue to the Applicant a copy of its decision containing the name and address of the owner, identifying the land affected, and the plans that were the subject of the decision, and certifying that a copy of the decision has been filed with the Town Clerk and that all plans referred to in the decision are on file with the PAA. If twenty (20) days have elapsed after the decision has been filed in the office of the Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Town Clerk shall so certify on a copy of the decision. If an application is approved by reason of the failure of the PAA to timely act, the Town Clerk shall make such certification on a copy of the application. A copy of the decision or application bearing such certification shall be recorded in the Northern Berkshire Registry of Deeds in which the land is located and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the Applicant.
- (6) Validity of Decision. A Plan Approval shall remain valid and shall run with the land indefinitely, provided that construction has commenced within two years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such approval and which time shall also be extended if the Project proponent is actively pursuing other required permits for the Project or there is other good cause for the failure to commence construction, or as may be provided in a Plan Approval for a multi-phase Project.
- (7) Changes in Plans after Approval by PAA.
 - a. Minor Change. After Plan Approval, an Applicant may apply to make minor changes in a Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, or housing need or affordability features. Such minor changes must be submitted to the PAA on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the PAA. The PAA may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The PAA shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Town Clerk.
 - b. Major Change. Those changes deemed by the PAA to constitute a major change in a Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the PAA as a new application for Plan Approval pursuant to subsections J through L.

M. Severability.

If any provision of this Section is found to be invalid by a court of competent jurisdiction, the remainder of this Section shall not be affected but shall remain in full force. The invalidity of any provision of this Section shall not affect the validity of the remainder of the Adams Zoning Bylaw.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The 40R program directs future multi-family housing developments in locations identified by the Town. The recommended 40R Bylaw would apply to those locations frequently recommended for reuse and redevelopment as housing (e.g., Memorial School, Jones Block & Armory Block, Hoosac Street mills, etc.). Establishing the 40R program in Adams will provide the Town greater scrutiny and more control to ensure future housing projects are complimentary to their location. Adoption of the

40R program is also expected to enhance the attractiveness of Town properties for redevelopment because it provides developers more direct access to capital and additional financing resources for these types of projects.

The proposed Smart Growth Overlay District is the result of public information meetings and several public meetings and hearings by the Adams Planning Board. The Board adopted the Smart Growth Bylaw on December 23, 2019, following which it was reviewed for consistency with the 40R program by the MA Department of Housing & Community Development (DHCD). The minor changes identified by DHCD staff were submitted to the Planning Board for additional review and, on May 28, 2020, the Adams Planning Board recommended approval of the Smart Growth Overlay District. With the adoption of the 40R program, the Town will receive an initial incentive payment from the Commonwealth (up to \$600,000; initial payment is expected to be \$250,000+) and additional incentive payments for every lot created under the program.

Article 21 *AMEND THE ZONING MAP OF THE TOWN OF ADAMS*

To see if the Town will vote to amend the Zoning Map of the Town of Adams, as most recently amended, to rezone certain land as follows, or take any other action in relation thereto.

THIS ARTICLE REQUIRES A 2/3 MAJORITY VOTE.

THE PROPOSED ZONING MAPS MAY BE VIEWED BY APPOINTMENT AT THE
ADAMS TOWN CLERKS' OFFICE AND ON THE TOWN OF ADAMS WEB SITE AT:

www.town.adams.ma.us

- A. Generally fronting Park, Depot, Hoosac, Summer, and Liberty Streets, rezone split lots and modify existing zoning district boundaries to establish a more rational zoning boundary.

Rezone split parcels generally fronting Park Street, Depot Street, Hoosac Street and Summer Street to **B-1**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 112, Parcels 11, 54, 55, 56, 58, 61, 66, 67, 79, 80, 81, 288, 289, 296, 297, and 300.1; Map 113, Parcels 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, and 107; Map 115, Parcels 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 26, 27, 28, 30, 31, 32, 104, and 105; and Map 116, Parcels 85, 86, 87, 88, 89, 90, 91, 92, 93, and 94.

Rezone split parcels fronting Park, Depot, Hoosac, Summer, and Liberty Streets to **B-2**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 112, Parcels 48, 49, 82, 83, 84, 85, 86, 89, 92, 285, and 286; Map 115, Parcels 14, 15, 48, 71, 72, 74, 75, 77, 78, 79, 80, 81, 82, 83, 85, and 86; and Map 116, Parcel 67.

Rezone split parcels fronting Park, Depot, Hoosac, Summer, and Liberty Streets to **R-4**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 112, Parcels 91, 284, 299, 302, 307, 308, 315, and 322; Map 113, Parcels 211, 212, 215, and 223; Map 115, Parcels 49, and 111; and Map 116, Parcels 51, 53, 54, 117.1, 120.1, and 130.

- B. Generally fronting Commercial and Grove Streets south to the Town line, reduce the number of non-conforming properties that historically have been used as commercial but are zoned residential, and modify existing zoning district boundaries, where needed, to provide a more consistent and rational zoning boundary:

Rezone parcels fronting Commercial and Grove Streets south to the Town line to **B-2**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 119, Parcels 100, 101, 102, 167, 168, 225, 226, 227, 229, 240, 242, 272, 272.2, 273, 286.1, and 286.2; Map 122, Parcels 21, 22, 23, and 24.

Rezone parcels fronting Commercial and Grove Streets south to the Town line to **I**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 121, Parcels 26 and 35; and Map 122, Parcels 20 and 25.

Rezone parcels fronting Commercial and Grove Streets south to the Town line to **R-2**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 121, Parcels 1, 2, 3, 15; and Map 124, Parcel 23.

Rezone parcels fronting Commercial and Grove Streets south to the Town line to **R-3**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 122, Parcels 43 and 49.

Rezone parcels fronting Commercial and Grove Streets south to the Town line to **R-4**: said land is further identified as being the parcels as shown generally on the Town of Adams Assessor's Map 119, Parcels 2, 3, 4, 43, 96, 104, and 308; Map 121, Parcels 6, 7, 8, 9, 9.1, 10, 28, 29, 30, 31, and 32; and Map 122, Parcels 26, 28, 29, 30, 50, 51,

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The existing Zoning Map for the Town of Adams was developed almost 50 years ago; it has become increasingly apparent that the Town's existing zoning boundaries create barriers for both property owners and potential investors. This is especially true for the Town's commercial zoning. Efforts to establish more reasonable zoning district boundaries have been focused on the southern half of town, from Hoosac Street to the Cheshire line, primarily along both sides of Route 8 and also along a section of Summer Street. The general goals of the proposed Zoning Map changes are:

- (1) Eliminate "split lot zoning" in which one portion of a lot is zoned Business (typically B-2) and the rear portion is zoned Residential (typically R-4). Often, this makes it hard for businesses to fully use their properties and, in many cases, it is impossible to know exactly where the zoning line falls. Proposed is to change the zoning boundary to match lot lines, unless there is some physical reason to split a parcel.
- (2) Eliminate or reduce the number of non-conforming properties that have historically been used as commercial but are zoned residential. Proposed is to rezone these properties to remove the nonconformity.
- (3) Modify existing zoning district boundaries, where needed, to provide a more consistent and rational zoning boundary using topography or other physical features (river, roads) as the zoning boundary line.

MISCELLANEOUS ARTICLES

Article 22 ***QUAKER MEETING HOUSE***

To see if the Town of Adams will vote to appropriate \$6,500 from the Quaker Meeting House Trust fund for the purpose of obtaining repair quotes and/or performing minor repairs or take any other action relative thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The Quaker Meeting House Trust Fund was established many years ago for the benefit of the House. The Committee finds there are structural repairs that will be necessary to maintain its integrity which need to be identified and prioritized. This appropriation request will enable them to assess the needs and to perform some small repairs if funds allow. The current balance in the fund is \$16,884.76.

Article 23 *HOOSAC VALLEY REGIONAL SCHOOL DISTRICT*

To see if the Town of Adams will vote to appropriate \$35,677 from Free Cash to fund two-thirds of an appropriation deficit to the Hoosac Valley Regional School District, or take any other action relative thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

A miscalculation was made between amounts owed by the Towns of Adams and Cheshire for two (2) fiscal years and this will be payment 1 of 2 to repay the Town of Adams' share.

SPECIAL ARTICLES

Article 24 *ECONOMIC DEVELOPMENT FUND*

To see if the Town will vote to appropriate from the Economic Development Fund, a sum of money to be used for economic development expenses including \$4,611 for the Senior Planner, \$45,000 for an Economic/Community Development Consultant, and \$10,000 for marketing, downtown infrastructure, engineering or other studies related to economic development, or take any other action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The Town is asking for \$59,611 to be spent with the approval of the Town Administrator for Fiscal 2021. The available balance of the Economic Development Fund is: \$86,869.

Article 25 *ACCEPT PROVISIONS OF M.G.L. CHAPTER 33, SECTION 59*

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 33, Section 59 entitled "Effect of Military Service on Salary, Seniority and Leave Allowances of Public Employees". Currently the Town allows up to 17 days of leave with pay to an employee who is a member of a reserve component of the Armed Forces of the United States; this provision will grant them up to 40 days.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The Town proudly employs two (2) members of the reserve component of the Armed Forces of the United States. Their training and extended training is a benefit to the Town and so this request is to allow them the maximum allowable training days.

Article 26 *LAND ACQUISITION*

To see if the Town will authorize the Board of Selectmen to purchase, acquire or take through eminent domain a parcel of land next to the Hoosac Valley Elementary School containing approximately 0.22 acres of land and improvements thereto and known as 26 Commercial Street, identified by the Town of Adams Assessor's records as Map 115, Parcel 76 and more particularly described by in the Northern Berkshire Registry of Deeds in Book 1644, Page 1096 in exchange for the forgiveness and removal of liens imposed by the Town of Adams on property located at 50 Commercial Street, identified by the Town of Adams Assessor's records as Map 119, Parcel 225 and more particularly described by in the Northern Berkshire Registry of Deeds in Book 145644, Page 743; said negotiations resulting in no cost to the Town other than the presumed loss of back taxes, or to take any other action relative thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

The Town requests the ability to negotiate swapping these parcels. The Town acquisition of this land adjacent to Hoosac Valley Elementary School would be a logical benefit.

CITIZEN PETITION

Article 27 To see if the Town will take any action on the following Citizen's Petition:

Petition to the Board of Selectmen of the Town of Adams:

To see if the Town of Adams will vote to accept the provisions of MGL, ch. 59, section 5N, also known as the Veteran Tax Work Off Program, which permits a veteran, as defined by MGL Ch. 4 § 7 clause 43, who owns property in and pays real estate taxes to the Town of Adams, to receive a maximum credit of \$990 against the veteran's real estate tax bill for the fiscal year following the year in which the credit is earned or to take any other action in relation thereto.

Overview of the Proposed Warrant Article

The Veteran Tax Work Off Program is open to a veteran, as defined by MGL Ch. 4 § clause 43, who owns property in and pay real estate taxes to the Town of Adams. The program participant's name must appear on the property deed. The program year runs from January 1 to October 31. A \$990 property tax credit minus the required withholdings will be applied to the participant's real estate tax bill in the following fiscal year, not current year's property tax bill. Applications for additional years will be available in November of each year.

Program Requirements

Participants should work the required 82.5 hours* of service. Hours worked may not be shared with another family member. Each individual must fulfill the total hours of service obligation. However, the Town of Adams, based on need, may place the participant in more than one (1) job in order to fulfill the total hours. Individuals will be credited for any hours worked even if the 82.5 hours are not fulfilled.

***To receive the maximum \$990 tax credit participants must work 82.5 hours. Working less than 82.5 hours results in a pro-rated tax credit based on the number of hours worked.**

Eligibility Criteria

- Be a veteran of the United States armed forces (a form DD214 is required)
- Own and occupy the property as his/her principal residence
- Be current with property tax payments
- Possess and identify employable skills
- Complete the application and provide all necessary verifications
- Complete a CORI check and supply references (necessary for some placements)
- Interview with Veterans' Services Agent
- Only one (1) tax credit per family per calendar year is allowed
- All Hours of Work must be completed by the participant and at the job site. No other person can work on the veteran's behalf to fulfill hours.

Income Limitations (Consistent with current Senior Citizen Tax Work Off Program)

- \$34,001 for single household
- \$44,463 for a household of two.
- \$12.00 per hour (MGL Ch. 59 § 5N) (as of Jan. 1, 2019).
- Participants will receive abatement for up to 82.5 hours of service. Any hours worked beyond the 82.5 hours cannot be accumulated for the Tax Work Off Program.
- Maximum amount of abatement is \$990 per person per fiscal year.
- Money earned through the Tax Work Off Program is reportable income for federal taxes only. Participants will receive a W-2 form for the amount of money earned through the program.

Job Placement for a Tax Credit Position

- Individuals will be chosen based on the best match between the applicant's qualifications' and the skill requirements of each job.
- Applicants will be interviewed by the department supervisor of the position for which they have been placed.
- There will be a two (2) week probationary period to assess the appropriateness of the placement.
- Program participants may not work for relatives who are Town Employees.
- Eligible senior citizens who are veterans can elect to participate in either the veterans' or Senior citizens' tax work-off plans.
- Primary consideration will be given to first time applicants. Individuals previously chosen for the program may make re-application in subsequent years. No applicant is guaranteed a position. A lottery system may be used if there are more applicants than available positions.
- Time sheets will be filled out by the department supervisor on a weekly or monthly basis and submitted to the Veterans Services Director. A final accounting of time worked will be submitted to the Assessor.

*The Finance Committee **RECOMMENDED** that the Town vote to accept this article as written*

Article 28 To transact any other business that may legally come before said meeting.

TELEPHONE NUMBERS OF MAJOR OFFICES

TOWN OFFICES	743-8300
Board of Assessors	ext. 178
Board of Health	ext. 179
Board of Selectmen	ext. 170
Building Department	ext. 171
Community Development	ext. 173
Council on Aging	743-8333
Forest Warden	743-8335
Library	743-8345
Police	743-1212
Public Works	
Director	ext. 172
Cemetery	ext. 172
Highway	ext. 172
Parks & Grounds	ext. 172
Wastewater Treatment	743-8370
Town Accountant	ext. 175
Town Administrator	ext. 170
Town Clerk	ext. 176
Town Counsel	743-0990
Treasurer/Collector	ext. 177
Veteran Services	ext. 174

OTHER GOVERNMENTAL OFFICES	NUMBER
Hoosac Valley Regional School District.....	743-2939
Adams Fire & Water District	
Water Department	743-0179
Fire Department	743-1929
Adams Housing Authority	743-5924
Adams Retirement System	743-5575
Berkshire County Regional Planning Commission	442-1521
Berkshire County Regional Transit Authority	499-2782
Northern Berkshire County District Court.....	663-5339
Northern Berkshire County Registry of Deeds.....	743-0035
Northern Berkshire Solid Waste Management District.....	743-8208
Northern Berkshire Vocational Regional School District	663-5383

OTHER NUMBERS OF INTEREST	NUMBER
Adams Ambulance Service	743-5656
Adams Post Office	743-5177
1 Berkshire (<i>Chamber of Commerce/Tourism</i>)	499-1600

GLOSSARY

GUIDE FOR REPRESENTATIVE TOWN MEETING MEMBERS

by Stuart DeBard, Esq.

Acceptance - Approval by a town of a special act or general statute to be in force. May be rescinded.

Annual Town Meeting - Town Meeting to transact business for the upcoming Fiscal Year, in Adams it is normally held on Tuesday following Memorial Day.

Appropriation - Amount of money voted to be spent for a specified purpose.

Audit - Examination of the Town's financial records by a disinterested party, usually a CPA firm.

Available Funds - Funds generated by the Town and set aside for future appropriation.

Borrowing - Short term borrowing in anticipation of current taxes (TAN's) or grants/bonds (GAN's/BAN's) or long term borrowing by bonds.

Bonds - Long term borrowing for specific purposes. Length and purpose set by statute.

Bureau of Accounts - Part of the Department of Revenue which oversees Municipal Finance.

Charter - Plan of government adopted by ballot in force in the Town.

Chapter 70/71 - Statutes covering public education of all children.

Cherry Sheet - Forms received each year from the state listing the Town's estimated State Receipts as well as State, County, and Regional Charges. (Pink and Green in color).

Conflict of Interest - Law restricting town officials in business dealings with their town.

Classification (Taxes) - Division of the real estate tax by the Board of Selectmen into one rate for residential properties and open space, and another for commercial and industrial properties, not normally done in Adams.

Classification (Personnel) - Bylaw establishing salary ranges and increments as well as benefits and employment practices.

Debt Limit - 5% of equalized valuation, up to 10% with state approval.

Equalized Valuation - System for 100% real property valuation between towns for State Aid purposes.

Estimated Revenue - Item on the tax rate calculation (can be either State or Local).

Finance Committee - Group of citizens who review budgets - also called Warrant Committee or Advisory Committee.

Fiscal Year - July 1st through June 30th. Designated by the year in which it ends.

General Laws - State Statutes. Usually of broad effect.

Grants - Moneys received from State and Federal Governments outside of normal Local Aid.

Line Item - Each individual item within a department's budget (i.e., telephone, electricity, supplies, etc.).

Local Aid - Moneys collected by the State and transferred to the Town under various formulas.

Local Receipts - Moneys collected by various Town departments devoted to offset appropriations.

Mandates - Programs ordered by the State. Prohibited unless State funded.

MMA - Massachusetts Municipal Association. Association of municipalities for mutual assistance.

Omnibus Budget - Collection of Operating Expense and Personal Service departmental budget items.

Overlay - (Provision for Abatements and Exemptions) - Amount added to tax levy to take care of uncollectables and exemptions.

Overlay Surplus - (Fund Balance Reserved for Extraordinary and Unforeseen Expenditures) - Accumulated amount of unused overlay from previous years.

Override - Referendum vote to levy in excess of 2 1/2%, 5% or for bond expenses.

Proposition 2 1/2 - Statute limiting tax levies.

Recapitulation Sheet - Summary of sources and uses of funds. Submitted to State by Assessors as a basis for setting tax rate.

Regional School Budget - Must be approved by 2/3 of member communities. Not limited by Proposition 2 1/2.

Reserve Fund - Fund to provide for extraordinary or unforeseen expenditures. Transfers are in the exclusive control of the Finance Committee.

Special Town Meeting - Meeting held after or during Annual Town Meeting to transact business that normally is of an unexpected nature.

Stabilization Fund - Fund appropriated for future capital needs. (Savings Account for "rainy day").

Surplus Revenue(Unreserved Fund Balance) - Amount by which assets exceed liabilities and Reserved Fund Balances. (Retained Earnings).

Town Administrator - Professional charged with the day-to-day operations of the Town.

Transfer - Authorization to use an appropriation for a purpose other than original.

Valuation - Full and fair cash value which would be paid for real property.

Warrant - List of articles (subjects) to be brought up in a Town Meeting.

Town of Adams Organizational Budget Summary Fiscal 2021

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total
	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	Percent Change
Executive											
Selectmen	6,901	1,834	12,450	12,450					19,351	14,284	-26.18%
Town Administrator	169,438	174,197	28,100	28,100			5,000	20,000	202,538	222,297	9.76%
Town Counsel	44,121	45,003							44,121	45,003	2.00%
Moderator	305	305	205	205					510	510	0.00%
Town Report			2,100	2,100					2,100	2,100	0.00%
Sub-Total	220,765	221,339	42,855	42,855	0	0	5,000	20,000	268,620	284,194	
Finance & Technology											
Finance Committee	528	528	1,930	1,980					2,458	2,508	2.03%
Reserve Fund * Outside Art.									175,000	175,000	0.00%
Employee/Retiree Benefits	1,323,331	1,439,718	38,685	38,630	175,000	175,000			1,323,331	1,439,718	8.80%
Accountant	156,270	143,865	136,781	154,672	29,000	27,500	34,000		194,955	182,495	-6.39%
Technology	6,663	6,795	178,750	210,300					206,444	188,967	-8.47%
Insurance			356,146	405,582	204,000	202,500	34,000		178,750	210,300	17.65%
Sub-Total	1,486,792	1,590,906	556,146	605,582	204,000	202,500	34,000	0	1,903,480	2,021,480	
General Government											
Assessor	133,913	134,467	9,725	10,125			20,000	5,000	163,638	149,592	-2.04%
Treasurer-Collector	124,889	128,032	34,365	33,450					159,254	161,482	1.40%
Debt Service					464,279	626,940			464,279	626,940	35.04%
Town Clerk	136,089	139,366	4,850	4,850					140,939	144,216	2.33%
Elections			25,300	34,300					25,300	34,300	35.57%
Registrar of Voters	2,004	1,268	2,500	2,500					2,004	1,268	-36.73%
Codification			76,740	85,225	464,279	626,940	20,000	5,000	2,500	2,500	0.00%
Sub-Total	396,895	403,133	76,740	85,225	464,279	626,940	20,000	5,000	957,914	1,120,298	
Community Development											
Conservation Commission	114,887	116,222	115,425	115,425					230,312	231,647	0.58%
Planning Board			1,416	1,625					1,416	1,625	14.76%
Zoning Board			4,690	4,600					4,690	4,600	-1.92%
Historical Commission			3,945	3,835					3,945	3,835	-2.79%
Agricultural Commission			450	450					450	450	0.00%
Sub-Total	114,887	116,222	126,326	126,335					241,213	242,557	

Town of Adams Organizational Budget Summary Fiscal 2021

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total
	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	Percent Change
Inspection Services											
Inspection Services	197,912	207,306	5,745	5,745					203,657	213,051	4.61%
Weights/Measures Inspector			3,500	3,500					3,500	3,500	0.00%
Sub-Total	197,912	207,306	9,245	9,245					207,157	216,551	
Public Health											
Board of Health	0	0	11,305	11,550					11,305	11,550	2.17%
Public Safety											
Police Department	1,750,933	1,727,364	92,065	107,693					1,842,998	1,835,057	-0.43%
Animal Control Officer	27,739	24,024	4,305	4,225					32,044	28,249	-11.84%
Parking Management	26,817	23,072	4,950	4,950					31,767	28,022	-11.79%
Emergency Management	2,105	2,111	3,275	3,775					5,380	5,886	9.41%
Forest Warden	3,279	3,279	8,135	8,365					11,414	11,644	2.31%
Sub-Total	1,810,873	1,779,850	112,730	129,008	0	0	0	0	1,923,603	1,908,858	
Public Service											
Council on Aging	217,758	217,720	15,560	15,660					233,318	233,380	0.03%
Veterans Services	16,500	16,600	182,055	182,055					198,555	198,655	0.05%
Memorial Day Remembrances			1,425	1,450					1,425	1,450	1.75%
Library	203,714	203,587	70,168	76,635					273,882	293,572	7.19%
Sub-Total	437,972	437,907	269,208	275,800	0	0	13,350	13,350	707,180	727,057	

Town of Adams Organizational Budget Summary Fiscal 2021

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	FY2020 Approved	FY2021 Recom.	
Public Buildings											
Police Station			27,762	28,450					27,762	28,450	2.48%
Registry of Deeds			1,050	1,050					1,050	1,050	0.00%
Town Hall			26,675	26,675					26,675	26,675	0.00%
Public Bldg/Prop Maint	57,215	71,716	142,800	130,000					200,015	201,716	0.83%
Community Center			400	400					400	400	100.00%
Adams Memorial Building			40,300	40,300					40,300	40,300	0.00%
Visitor's Center			15,850	15,850					15,850	15,850	0.00%
Sub-Total	57,215	71,716	254,837	242,725			0	0	312,052	314,441	
Public Works											
Tree Warden/Insect Pest			16,000	16,000					16,000	16,000	0.00%
Public Works Administration	112,708	161,535	3,200	3,200					115,908	164,735	42.13%
Department of Public Works	1,389,629	1,396,544	76,450	76,450			217,000		1,389,629	1,396,544	0.50%
Highways			246,000	246,000					76,450	293,450	283.85%
Snow & Ice Control			600	600					246,000	246,000	0.00%
Flood Control			185,500	185,500			109,000		600	600	0.00%
DPW Garage/Equipment Maintenance			59,455	59,455					294,500	213,500	-27.50%
Transfer Station	11,244	20,500	332,371	357,475					70,899	127,555	80.42%
Wastewater Treatment Plant			4,700	4,700	40,500				372,871	432,475	0.11%
Wastewater Collection			43,675	48,675			98,850	8,000	4,700	4,700	0.00%
Cem. Parks & Grounds			1,800	1,800			15,000		142,525	56,675	-60.24%
Summer Recreation Program			969,751	999,855					15,000	0	-100.00%
Celebrations - Seasonal							222,850		1,800	1,800	0.00%
Sub-Total	1,513,581	1,578,579	969,751	999,855	40,500	0	222,850	375,600	2,746,682	2,954,034	7.55%
Regional Schools											
Hoosac Valley RSD			5,140,669	5,298,432					5,140,669	5,298,432	3.07%
NBVRSD/McCann			1,010,634	1,071,858					1,010,634	1,071,858	6.06%
Totals	6,236,892	6,406,958	8,380,446	8,698,470	708,779	829,440	281,850	413,950	15,607,967	16,348,818	4.75%
School Assessment	0	0	6,151,303	6,370,290	0	0	0	0	6,151,303	6,370,290	3.56%
Town Government	6,236,892	6,406,958	2,229,143	2,328,180	708,779	829,440	281,850	413,950	9,456,664	9,978,528	5.52%
% Change of Totals		2.73%		3.79%		17.02%		46.87%		4.75%	
% Change of School Assessments				3.56%						3.56%	
% Change of Town Government		2.73%		4.44%		17.02%		46.87%		5.52%	
DEBT EXCLUSION - Hoosac Valley High Capital Project						626,895					

ECONOMIC DEVELOPMENT FUND

	Marketing & Engineering	Greylock Glen	S.B.A Celebration	Town Common Rehab	Totals
Fund Balance - 6/30/18					\$126,483.96
FY18 Appropriation Carryforward	\$ -	\$ 31,803.86	\$ -		
FY19 Appropriation	67,800.00	20,000.00	10,000.00		
Beautification - Rotary/Adams Station	(3,720.00)				
Berkshire Regional Planning Comm		(903.53)			
Pinnacle Advisory Group -					
GreylockGlen design proposals		(11,718.00)			
Greylock Glen Website Development		(6,024.50)			
Magicon	(4,651.71)				
SBA Committee			(10,000.00)		
Senior Planner	(20,873.23)				
Shuttles - Magicon	(1,690.00)				
Total expenditures					
from FY2019 appropriation	(30,934.94)	(18,646.03)	(10,000.00)		(59,580.97)
FY19 Appropriation Carryforward	36,865.06	33,157.83	-		
Revenue - Actual Fiscal Year 2019 -					80,356.00
Fund Balance - 6/30/19					147,258.99
FY20 Appropriation	47,600.00		10,000.00	25,000.00	
Senior Planner salary & benefits	(75,059.38)				
Movies under the Stars	(718.97)				
Beautification					
(Adams principal Gardens)					
Greylock Glen - Website		(1,928.75)			
Pinnacle Advisory Group -					
Greylock Glen design proposals					
BRPC - G Glen Consultant		(2,187.27)			
Susan B Anthony Suffrage					
Celebration Committee			(10,000.00)		
Total Expenditures FY20	(75,778.35)	(4,116.02)	(10,000.00)		(89,894.37)
FY20 Appropriation Carryforward	8,686.71	29,041.81	-	25,000.00	
Revenue - Actual Fiscal Year 2020 -					81,235.29
Fund Balance - 6/30/20					\$ 138,599.91
FY21 PROPOSED REQUEST - ARTICLE 25					
Contracted Community					
Development Consultant	45,000.00				
Senior Planner	4,611.00				
Town Marketing & Engineering	10,000.00				
Total FY21 Request	\$ 59,611.00				

ESTIMATED SOURCES & USES OF FUNDS

	Fiscal 2019	Fiscal 2020	Proposed Fiscal 2021
General Gov Aid (Local Aid from State)	2,685,894	2,758,035	2,832,438
Estimated Local Receipts	1,407,360	1,407,360	1,407,360
Other Available Funds (see below)	67,150	42,400	89,000
Free Capital Infrastructure & Equipment	531,260	17,000	413,950
Free Cash to offset the Tax Rate	250,000	250,000	20,000
	4,941,664	4,474,795	4,762,748

Fund Balance Estimates available for appropriation

	Actual Balance as of 7/01/19	Estimated Fiscal 2020 Interest	Estimated Additions Fiscal 2020 Principal	Appropriated Fiscal 2020	Estimated Available Balance for FY21	PROPOSED Appropriation Fiscal 2021	Estimated Remaining Balance
Stabilization	382,169	6,000	75,000	0	463,169	0	463,169
Council on Aging - Receipts	46,035		30,000	20,000	56,035	25,000	31,035
Cemetery Investment Fund (Sale of Lots)	201,569	3,000	10,000	125,000	89,569	0	89,569
Parking Meter Fund	53,117		4,144	5,000	52,261	10,000	42,261
Technology Fund	49,431		28,026	29,750	47,707	27,500	20,207
Cannabis Fund	0		40,000	0	40,000	20,000	20,000
Quaker Meeting Trust	16,659	226		0	16,885	6,500	10,385
Cemetery Perpetual Care - Interest only available for expenditure	428,346 20,443		3,800	0	0	0	432,146
		5,582		0	26,025	0	26,025
				Total Estimate to be used for FY2021		89,000	

Proposed Free Cash Usage - Fiscal Year 2021

Free Cash - Certified for July 1, 2019
For use through September 30, 2020

\$ 963,126

Article 7 - Free Cash Capital Infrastructure
& Equipment Outlay

\$ 413,950

Article 10 - Free Cash to Offset the Tax Rate

\$ 250,000

Article 23 - Hoosac Valley Elementary School

\$ 35,677

Total requested for Fiscal Year 2021

\$ 699,627

Balance Available for appropriation through September 30, 2020

\$ 263,499

Reserve Fund Transfers as of June 30, 2020

Original Reserve Account Appropriation

\$ 175,000

Transfer to purchase replacement truck
for Forest Wardens

\$ 10,000

Total Transfers approved Fiscal Year 2020 \$ 10,000

Reserve account balance for transfer to the Stabilization Fund as of June 30, 2020

\$ 165,000

ESTIMATED TAX RATE RECAPITULATION

ACTUAL 2020

I. Tax Rate Request

A. Total Amount to be Raised	16,736,234.00
B. Total Estimated Receipts	5,054,869.00
C. Net Amount to be Raised by Taxation	<u>11,681,365.00</u>

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 15% CIP shift
Residential	82.3633%	9,312,342.88	425,623,314	21.88
Open Space	0.0000%	0.00	0	21.88
Commercial	6.9518%	933,679.68	35,924,574	25.99
Industrial	5.6250%	755,479.61	29,068,088	25.99
Personal Property	5.0598%	679,567.83	26,147,281	25.99
Total	<u>100.0000%</u>	<u>11,681,070.00</u>	<u>516,763,257</u>	

E. Real Property Tax	11,001,502.17
F. Personal Property Tax	679,567.83
G. Total Taxes Levied on Property	<u>11,681,070.00</u>

Total unshifted	Actual	15%Shift	
budgeted Tax Rate	\$ 22.60	21.88	25.99
Debt Exclusion (Est)			
Tax Rate incl DE	2260.4297%	21.88	
Total Allowable Levy -			12,360,287.00
Present Year Levy - Item I C above			11,681,365.00

Excess/(Deficit) Capacity	<u>678,922.00</u>
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II. Amounts to be Raised

A. Appropriations	6,236,892
PERSONAL SERVICES	2,229,143
OPERATING BUDGET - TOWN OF ADAMS	5,792,649
OPERATING BUDGET - ACRSD -	1,010,634
OPERATING BUDGET - NBVRSD	708,779
ANNUAL CAPITAL AND RESERVE FUND	281,850
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	242,600
OUTSIDE ARTICLES 12, 22, 24	<u>16,518,797</u>
ESTIMATED APPROPRIATIONS	
B. Other Local Expenditures	
Offset Receipts - Library	15,353
State Charges	41,789
Overlay Reserve (for Abatements)	160,295
C. Debt Exclusion ACRSD (memo only)	
Total to be Raised	<u>16,736,234</u>

III. Estimated Receipts

A. Gen Government State Aid	2,764,319
B. Estimated Local Receipts	1,452,100
Other Available Funds to be used:	
C. OUTSIDE ARTICLES	242,600
D. Parking Meter Fund	10,000
E. Council on Aging (Elderly Receipts) Fund	25,000
F. Perpetual Care Interest Fund	0
G. Technology Fund	29,000
H. F/C Capital Infrastructure & Equipment	281,850
I. Free Cash to offset the Tax Rate	250,000

Total Estimated Receipts	<u>5,054,869</u>
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*****ESTIMATED TAX RECAP FOR FY 2021 - BASED on FY2020 STATE AID*****

I. Tax Rate Request

A. Total Amount to be Raised	16,574,176.00
B. Total Estimated Receipts	4,966,455.00
C. Net Amount to be Raised by Taxation	<u>11,607,721.00</u>
D. Classified Tax Levies and Rates	

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 15% CIP shift
Residential	82.4381%	9,263,100.39	427,823,314	21.65
Open Space	0.0000%	0.00	0	21.65
Commercial	6.9224%	924,177.63	35,924,574	25.73
Industrial	5.6012%	747,791.10	29,068,088	25.73
Personal Property	5.0384%	672,651.88	26,147,281	25.73
Total	<u>100.0000%</u>	<u>11,607,721.00</u>	<u>518,963,257</u>	

E. Real Property Tax	10,935,069.12
F. Personal Property Tax	672,651.88
G. Total Taxes Levied on Property	<u>11,607,721.00</u>

Total unshifted	Actual	15%Shift	
budgeted Tax Rate	22.37	21.65	
Debt Exclusion (Est)	1.15	1.15	
Tax Rate incl DE	23.52	22.80	

Total Allowable Levy -	12,051,015.00
Present Year Levy - Item I C above	11,607,721.00

Excess/(Deficit) Capacity	<u>443,294.00</u>
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II. Amounts to be Raised

A. Appropriations	6,406,958
PERSONAL SERVICES	2,328,180
OPERATING BUDGET - TOWN OF ADAMS	5,298,432
OPERATING BUDGET - ACRSD -	1,071,858
OPERATING BUDGET - NBVRSD	829,440
ANNUAL CAPITAL AND RESERVE FUND	413,950
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	
Outside Articles	
ESTIMATED APPROPRIATIONS	16,365,068
B. Other Local Expenditures	
Offset Receipts - Library	14,829
State Charges	44,279
Overlay Reserve (for Abatements & Exemptions)	150,000
Total to be Raised	<u>16,574,176</u>

III. Estimated Receipts

A. Gen Government State Aid - EST	2,764,319
B. Estimated Local Receipts	1,455,686
Other Available Funds to be used:	
C. OUTSIDE ARTICLES	
D. Parking Meter Fund	10,000
E. Council on Aging (Elderly Receipts) Fund	25,000
F. Perpetual Care Interest Fund	0
G. Technology Fund	27,500
H. F/C Capital Infrastructure & Equipment	413,950
I. Cannabis Fund to offset police salaries	20,000
J. Free Cash to offset the Tax Rate	250,000

Total Estimated Receipts	<u>4,966,455</u>
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ADDITION
TO TAX BASE

ADDITION
TO TAX RATE

ACRSD - Hoosac Valley Middle High Debt
Exclusion Override

626,895

1.15

EST SHIFTED RESIDENTIAL TAX RATE

22.80



Bring this book to Town Meeting - Thurs., Sept. 24, 2020