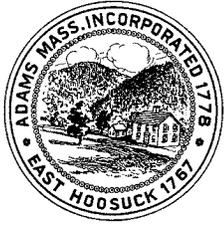




Tuesday, June 21, 2022  
Town of Adams  
Massachusetts





# *Town of Adams* • Massachusetts 01220

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## FINANCE COMMITTEE

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

June 6, 2022

### ***PROPOSED BUDGET SUBMISSION FOR FY 2023***

Dear Town Meeting Members:

Please find the proposed Fiscal Year 2023 Town of Adams Municipal Budget serving as 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 1983 Special Act. (Ch. 31, Acts of 1983).

This proposed Annual Town Budget for Fiscal Year 2023 is respectfully submitted for Town Meeting review.

### **APPROACH TO BUILDING THE BUDGET**

The Fiscal Year 2023 budget reflects the inflationary economic environment of the day and contains increases that every municipality is facing in this fiscal year. Despite several years of minimal increases in fixed or non-discretionary costs, several items have resulted in greater costs to the Town in the year ahead. These costs are outside of Town control. The impact of those fixed costs has been mitigated by limiting discretionary spending where possible, essentially level funding except in specific areas where an increase was requested by the Department Head and deemed necessary. This tactical approach balances the need to maintain Town services with controlling spending. The Fiscal Year 2023 budget continues to equip our departments with the resources necessary to fulfill their missions and maintain the minimum required staff to deliver Town services. This conservative strategy continues to produce a proposed budget that allows the Town to effectively operate, fund selected capital needs and retain talented staff.

This budget results in over half a million dollars in the Town’s taxing capacity not being used (excess Levy Capacity) nor does it require using any funds from our Stabilization or Undesignated Retained Surplus (Free Cash) to fund the operating budget. In other words, Adams is living within its means and within the parameters of Proposition 2 ½. Despite an era of increasing costs, the Town of Adams remains committed to our goals of providing efficient Town services and creating an environment for positive economic development that will result in growing the tax base while building and maintaining stable reserves.

## **STRUCTURAL HIGHLIGHTS**

Property Taxes continue to account for approximately 70% of revenue. This results in stable, predictable revenue and does not subject the Town to potential negative, volatile economic impacts that could result in mid-year budget reductions.

At the time this budget was drafted, the proposed Governor's Budget includes Local Aid (Cherry Sheet) in the amount of \$2.8 million, an increase of approximately \$52,000.00 over the previous year. This figure makes up approximately 16% of the Town's revenue. It is possible that subsequent versions of the State's budget will increase Local Aid.

Due to the uncertainty of the economic environment, other local receipts have once again been conservatively estimated resulting in funding approximately 8% of the Town's revenue. This includes Motor Vehicle Excise Tax.

As in previous years, there are no funds being taken out of Stabilization to build this budget. At the conclusion of this Fiscal Year, the balance of the Reserve Fund, \$62,000.00 at this time, will be added for an approximate balance of \$823,309.09, the highest balance in over a dozen years, moving towards the fund target range of 10% of the Town's annual total budget.

The budget uses \$250,000.00 from available Free Cash to offset the tax rate. It is important to note that the Town is not balancing the budget with Free Cash, but rather as a strategy to reduce the burden on the taxpayer. Using an additional \$250,000.00 for proposed capital outlay, this leaves the Town with a remaining balance of approximately \$500,000.00 in Free Cash which is within the target range of 3-5% of the Town's annual total budget.

## **NOTABLE IMPACTS**

- Despite several years of no increases in health insurance costs, this year Berkshire Health Group costs will increase by 8% for employee health insurance. This results in a \$114,846 overall increase to the personnel budget.
- This budget reflects a 10%, or \$100,887 increase in retirement benefits.
- This budget proposal includes a 3.0%, or \$167,041 increase in the assessment from the Hoosac Valley Regional School District, and a 10%, or (\$107,009) decrease in the assessment from the Northern Berkshire Regional Vocational School District. The Debt Exclusion for the Hoosac Valley Regional School Building Project is \$661,729.00, resulting in a \$1.10 addition to the tax rate.
- Debt service has decreased by \$10,936.00.
- The Wastewater Treatment Plant (WWTP) sludge removal contract has increased by \$15,000.00 and all costs of operating and maintaining the WWTP continue to be funded by property tax, resulting in approximately \$2.40 on the tax rate.
- Operating costs added to the Council on Aging are offset by \$35,000.00 from the Town of Savoy as part of a shared services contract.
- Memorial Building Natural Gas estimated expenses has increased by \$60,000.00 to anticipate full time occupancy of the building.

- An increase of approximately \$10,000 in utility and motor fuel costs has also affected this budget.
- Estimated personnel expenses are a 5.5%, or \$357,039 increase over FY22 to \$6.8 million. This increase includes the previously mentioned health insurance and retirement assessment increases.
- Estimated operating expenses is a 2.74%, or \$245,808 increase over FY22 to \$2.5 million. This increase includes the previously mentioned contractual, building, utility, and fuel increases.

The overall budget proposal for Fiscal Year 2023 is a 4.68%, or \$758,861 increase over Fiscal Year 2022 with a bottom line of \$16,986,973.

## CONCLUSION

An increase in fixed costs is driving the proposed budget - no different than in any other Berkshire municipality. The Town Administrator and his team performed a strategic review of operational and personnel expenditures with the goal of creating a balance of meeting town services, limiting budget growth (spending) and meeting long-term goals. In doing so, the Town has been able to make appropriate and modest investments in capital needs while controlling costs and maintaining reserves.

Adams is financially stable, but there is more work to do and difficult decisions yet to make in order to keep it that way. School operating costs continue to be a challenge, the costs of capital/infrastructure improvement projects continue to outpace the Town's ability to address these needs without resorting to competitive grant programs and annual State Aid programs such as Chapter 90 and Chapter 70 remain below ideal amounts. Taxable New Growth numbers and market rate property assessment adjustments will hopefully be strong this year. Moreover, the progress that Adams has made with generous Federal and State grants, signature projects, strategic use of ARPA funds, stable staff, cost effective shared services and accentuating the positives of our community will hopefully result in further private investment and development in the Town. The condition of the economic road ahead is unknown, but Adams is in a good position to weather the storm.

We would like to thank Town Administrator Jay Green and Finance Director Crystal Wojcik along with their Department Heads for their efforts in building this budget and keeping Adams headed in the right direction. Thank you for your consideration of this proposed budget and your participation in this process.

Respectfully submitted,

Carol Cushenette, Chairperson  
 Timothy Burdick, Vice-Chair  
 Brian R. Johnson  
 Rachel H. Tomkowicz  
 Charles H. Foster  
 Michelle Butler  
 Jay Nocher  
 Erin Mucci

Sarah Kline  
 Jay Meczywor  
 Justin Duval  
 Robert Murray  
 Carrie Burnett  
 Stephanie Melito  
 Aimee Kupiec

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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 **Adams Memorial Building, Side Entrance, 30 Columbia Street, Adams, Massachusetts on Tuesday the 21st day of June 2022, at 6:00 P.M., then and there to act on the following articles, to wit.***

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### 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-Time*.....74,635  
*Part-Time*.....300

#### **Cemetery Commissioners**

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

**Treasurer/Collector**.....74,635

**Moderator**.....300

**Town Clerk**.....74,635

*The Finance Committee voted to **RECOMMEND** that the Town vote to fix the salary and compensation of its elective officers 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, 2022 through June 30, 2023, 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 “**FY2023 Recommended.**”*

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2022 Approved	FY2023 Recommended	FY2022 Approved	FY2023 Recommended
<b>EXECUTIVE</b>				
Selectmen	1,834	1,834	12,450	13,850
Town Administrator	192,176	192,283	28,100	32,183
Town Counsel	45,903	46,821		
Moderator	305	305	205	205
Town Report			2,100	2,100
<b>FINANCE &amp; TECHNOLOGY</b>				
Finance Committee	528	528	1,980	1,980
Employee/Retiree Benefits	1,513,195	1,595,332		
Accountant	124,746	137,406	39,330	40,050
Technology	6,929	7,066	133,326	167,140
Insurance			233,300	251,500
<b>GENERAL GOVERNMENT</b>				
Assessor	136,220	131,570	10,125	10,125
Treasurer-Collector	125,513	129,791	33,150	33,150
Town Clerk	143,072	151,430	4,850	4,850
Elections			20,000	32,300
Registrar of Voters	1,268	1,268		
Codification			2,500	2,500
<b>COMMUNITY DEVELOPMENT</b>				
Community Development	138,889	128,119	115,425	121,675
Conservation Commission			1,625	2,625
Planning Board			4,600	5,600
Zoning Board			3,835	4,835
Historical Commission			450	450
Agricultural Commission			400	0
<b>INSPECTION SERVICES</b>				
Inspection Services	208,645	261,947	5,745	5,745
Weights/Measures Inspector			3,500	3,500

	<b>PERSONAL SERVICES</b>		<b>OPERATING EXPENSES</b>	
	<b>FY2022 Approved</b>	<b>FY2023 Recommended</b>	<b>FY2022 Approved</b>	<b>FY2023 Recommended</b>
<b>PUBLIC HEALTH</b>				
Board of Health			11,550	14,800
<b>PUBLIC SAFETY</b>				
Police Department	1,756,991	1,864,673	107,693	124,474
Animal Control Officer	24,413	25,560	4,225	4,225
Parking Management	23,461	24,607	4,950	4,950
Emergency Management	2,111	2,129	3,775	2,875
Forest Warden	3,279	3,829	9,365	10,815
<b>PUBLIC SERVICES</b>				
Council on Aging	227,721	228,972	14,160	24,160
Veterans Services	13,000	16,500	172,055	139,955
Memorial Day Remembrances			1,450	1,450
Library	218,934	252,209	76,635	82,085
<b>PUBLIC BUILDINGS/PROPERTY MAINTENANCE</b>				
Police Station			28,450	28,450
Registry of Deeds			1,050	1,050
Town Hall			26,675	26,675
Community Center			400	400
Public Building/Property Maintenance	77,574	80,883	130,000	140,000
Adams Memorial Building			57,300	117,300
Visitor's Center			15,850	15,850
<b>PUBLIC WORKS</b>				
Tree Warden/Insect Pest			16,000	16,000
Public Works Administration	39,113	29,536	3,200	3,200
Department of Public Works	1,447,900	1,515,727		
Highways			76,450	76,450
Snow & Ice Control			246,000	246,000
Flood Control			600	600
DPW Garage/Equipment Maintenance			185,500	197,500
Transfer Station	16,360	16,794	59,455	61,792
Wastewater Treatment Plant			357,475	376,025
Wastewater Collection			4,700	4,700
Cemetery, Parks & Grounds			48,675	48,675
Celebrations - Seasonal			1,800	1,800
<b>TOTALS</b>		<b>6,847,119</b>		<b>2,508,619</b>

**ARTICLE 5 - AVAILABLE FUNDS TO BE USED**

<b>DEPARTMENT</b>	<b>FUND</b>	<b>AMOUNT</b>
Parking Department	Parking Meter Fund	10,000
Council on Aging	Council on Aging Fund	35,000

## 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 “**FY2023 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>FY2022 Approved</i>	<i>FY2023 Recommended</i>
<b>ADMINISTRATION AND FINANCE</b>		
Technology	28,000	28,000
Debt Service	603,761	592,825
<b>Total Recommendation</b>		<b>620,825</b>

### ARTICLE 6 - AVAILABLE FUNDS TO BE USED

DEPARTMENT	FUND	AMOUNT
Technology	Technology Fund	28,000

**TECHNOLOGY – TOTAL** **28,000**

**Technology** **28,000**

*This request is for much needed Town-wide computer network/system security updates to improve existing hardware and software infrastructure.*

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

**DEBT SERVICE – TOTAL** **592,825**

**PRINCIPAL ON MATURING DEBT**

***Town Hall / Police Station / Library Bond Issue***

*This request represents the principal of Town Hall, Police Station & Library borrowing.* 155,000

***Adams Storm Damage Bond Issue***

*This request represents the principal for the Storm Damage Bond.* 135,000

***Wastewater Treatment Plant***

*This request represents the principal of the WWTP upgrade borrowing.* 190,128

**TOTAL PRINCIPAL** 480,128

**INTEREST ON MATURING DEBT**

***Town Hall / Police Station / Library Bond Issue***

*This request represents the interest on the Town Hall / Police Station / Library borrowings.* 23,750

***Adams Storm Damage Bond Issue***

*This request represents the interest on the Storm Damage Bond.* 68,300

***Wastewater Treatment Plant***

*This request represents the interest on the WWTP borrowing.* 647

**TOTAL INTEREST** 92,697

**INTEREST – TEMPORARY LOANS**

***BAN's; GAN's; TAN's; and related fees*** **20,000**

*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.*

**TOTAL INTEREST – TEMPORARY LOANS/FEES** **20,000**

**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 "FY2023 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><b>FY2023 Recommended</b></i>
<b>PUBLIC WORKS</b>	
Pavement Milling Head	15,000
Vacuum Truck Replacement Pump	15,000
Replacement of Cemetery, Parks & Grounds Small Power Equipment	5,000
Valley Street Field Replacement Shed Match	3,000
<b>PUBLIC BUILDINGS &amp; FACILITIES</b>	
Various Improvement Projects	100,000
Greylock Glen Outdoor Center – Furniture, Fixtures, & Equipment	50,000
Intrusion Alarm & Access Control for Town Hall	20,000
Facilities Management Vehicle(s)	20,000
26 Commercial Street – final paving & striping	18,000
Small Power Equipment & Tools	4,000
<b>TOTAL REQUESTED</b>	<b>250,000</b>

**PUBLIC WORKS**

***Equipment Maintenance***

**38,000**

*This request is for a pavement milling head apparatus to attach to skid-steer loader to scarify asphalt for repaving.*

15,000

***Equipment Maintenance***

*This request is for a replacement pump for the 2008 DPW Vacuum Truck.*

15,000

***Equipment Maintenance***

*This request is for the purchase of small, mobile power equipment for cemetery, parks & grounds.*

5,000

***Parks & Grounds***

*This request is for the Town's portion to replace the Valley Street Field Shed. The Shed is shared with local sport teams and stores Town owned field equipment.*

3,000

**PUBLIC BUILDINGS**

**212,000**

***Various Improvement Projects***

*This request is for a variety of small improvement projects to the structure and integrity of Town buildings. Based on the unpredictable nature of the bidding environment, not all projects listed here may be accomplished, but may include: masonry and HVAC at the Adams Free Library, building envelope and HVAC at Visitor Center, interior and building envelope at Police Station, exterior/interior painting, HVAC, masonry and water infiltration work at Town Hall and accessibility/parking, restrooms, painting, flooring at Adams Memorial Building to further senior center move and re-use of gym and auditorium.*

100,000

**Greylock Glen Outdoor Center – Furniture, Fixtures, & Equipment**

*This request is for the purchase of furniture, fixtures, & equipment that are not included in the construction costs for the Greylock Glen Outdoor Center building.*

50,000

**Intrusion Alarms & Access Control for Town Hall**

*This request is for the purchase of an alarm and automated lock system for Town Hall.*

20,000

**Facilities Management Vehicle**

*This request is for the purchase of a used utility van and/ or small truck for facilities staff.*

20,000

**Public Facilities**

*This request is for the final paving & striping of the 26 Commercial Street parking lot.*

18,000

**Facilities Equipment**

*This request is for the purchase of small mobile power equipment and tools.*

4,000

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**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, 2022 through June 30, 2023, or take any other action in relation thereto.

	<i>FY2022 Approved</i>	<i>FY2023 Recommended</i>
<i>Hoosac Valley Regional SD</i>	<i>6,137,745</i>	<i>6,299,090</i>

The above assessment consists of five parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget),	\$ 3,790,761
2) Additional Operating Assessment (above Foundation),	1,352,448
3) Other Expenditures (Non-foundation Budget-Transportation),	459,179
4) Capital Assessment (Capital Budget),	34,973
5) Capital Assessment – <b>HVHS Project Debt Exclusion</b>	<u>661,729</u>
	<u>\$ 6,299,090</u>

The total Hoosac Valley Regional School District FY2023 budget is \$ 20,625,439.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Hoosac Valley Regional School District FY23 budget and to raise and appropriate \$6,299,090.*

**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, 2022 through June 30, 2023, or take any other action in relation thereto.

	<i>FY2022 Approved</i>	<i>FY2023 Recommended</i>
<i>No. Berkshire Vocational RSD</i>	<i>1,055,418</i>	<i>948,049</i>

The above assessment consists of four parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget),	\$ 865,570
2) Additional Operating Assessment (above Foundation),	29,138
3) Additional Operating Assessment (Non-Foundation-Transportation),	48,568
4) Capital Assessment (Capital Budget)	<u>4,773</u>
	<u>\$ 948,049</u>

The FY2023 total Northern Berkshire Vocational Regional School District budget is \$ 10,656,491.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Northern Berkshire Vocational Regional School District FY23 budget and to raise and appropriate \$948,049.*

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## 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 FY22 Reserve Fund, as of June 30, 2022, to the Stabilization Fund. The present balance is \$62,000.*

This article will transfer the balance of the Reserve Fund, currently \$62,000, 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.

*The Finance Committee voted to make **NO RECOMMENDATION** on this article.*

At this time, there are no outstanding bills.

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## **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, 2021 through December 31, 2021 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 \$7,200 that were received during the period January 1, 2021 through December 31, 2021 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 \$7,200 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.

**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 t

<b>Revolving Account</b>	<b>FY2023 Expenditure Limit</b>
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	75,000
Inspection Services Fund	25,000
Tax Title Revolving Fund	20,000
Adams Visitor Center/Registry of Deeds	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.

<b>SALARY ADMINISTRATION PLAN - ANNUAL RATE TABLE - FISCAL YEAR 2023</b>												
This represents a 2% Increase over Fiscal 2022												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	22,853	23,425	24,011	24,611	25,226	25,858	26,505	27,167	27,846	28,543	29,256	29,988
2	24,910	25,533	26,172	26,826	27,496	28,185	28,891	29,612	30,352	31,112	31,889	32,687
3	27,152	27,832	28,528	29,241	29,973	30,722	31,491	32,278	33,084	33,913	34,761	35,628
4	29,596	30,337	31,095	31,873	32,670	33,487	34,326	35,183	36,062	36,965	37,889	38,834
5	32,260	33,068	33,893	34,743	35,610	36,501	37,415	38,350	39,308	40,291	41,299	42,329
6	35,164	36,044	36,944	37,870	38,814	39,786	40,783	41,801	42,845	43,917	45,016	46,139
7	38,330	39,287	40,269	41,278	42,307	43,367	44,453	45,563	46,700	47,870	49,067	50,291
8	41,779	42,823	43,894	44,992	46,114	47,270	48,454	49,664	50,904	52,178	53,482	54,818
9	45,541	46,677	47,843	49,042	50,265	51,525	52,816	54,133	55,485	56,875	58,295	59,751
10	49,640	50,878	52,149	53,456	54,789	56,162	57,569	59,006	60,479	61,994	63,542	65,130
11	54,108	55,456	56,843	58,267	59,719	61,216	62,751	64,316	65,922	67,573	69,261	70,991
12	58,978	60,448	61,960	63,511	65,094	66,726	68,398	70,105	71,854	73,656	75,494	77,381
13	64,287	65,889	67,536	69,228	70,953	72,731	74,553	76,414	78,322	80,285	82,288	84,346
14	70,074	71,818	73,614	75,458	77,338	79,278	81,263	83,291	85,371	87,510	89,695	91,936
15	76,382	78,282	80,239	82,249	84,298	86,413	88,577	90,788	93,054	95,386	97,768	100,210
16	83,257	85,326	87,460	89,652	91,885	94,189	96,549	98,959	101,429	103,970	106,567	109,229

<b>SALARY ADMINISTRATION PLAN - HOURLY RATE TABLE - FISCAL YEAR 2023</b>												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	12.51	12.82	13.14	13.47	13.81	14.15	14.51	14.87	15.24	15.62	16.01	16.41
2	13.63	13.98	14.33	14.68	15.05	15.43	15.81	16.21	16.61	17.03	17.45	17.89
3	14.86	15.23	15.61	16.00	16.41	16.82	17.24	17.67	18.11	18.56	19.03	19.50
4	16.20	16.60	17.02	17.45	17.88	18.34	18.79	19.26	19.74	20.23	20.74	21.26
5	17.66	18.10	18.55	19.02	19.49	19.98	20.48	20.99	21.51	22.05	22.60	23.17
6	19.25	19.73	20.22	20.73	21.24	21.78	22.32	22.88	23.45	24.04	24.64	25.25
7	20.98	21.50	22.04	22.59	23.16	23.74	24.33	24.94	25.56	26.21	26.86	27.53
8	22.87	23.44	24.02	24.63	25.24	25.87	26.52	27.18	27.87	28.57	29.27	30.00
9	24.93	25.55	26.19	26.84	27.51	28.20	28.91	29.63	30.37	31.13	31.91	32.70
10	27.17	27.85	28.54	29.26	29.99	30.74	31.51	32.30	33.10	33.93	34.78	35.65
11	29.62	30.35	31.11	31.89	32.69	33.51	34.35	35.20	36.08	36.99	37.91	38.86
12	32.28	33.09	33.91	34.76	35.63	36.52	37.44	38.37	39.33	40.32	41.32	42.35
13	35.19	36.06	36.97	37.89	38.84	39.81	40.81	41.82	42.87	43.94	45.04	46.17
14	38.35	39.31	40.29	41.30	42.33	43.39	44.48	45.59	46.73	47.90	49.09	50.32
15	41.81	42.85	43.92	45.02	46.14	47.30	48.48	49.69	50.93	52.21	53.51	54.85
16	45.57	46.70	47.87	49.07	50.29	51.55	52.85	54.16	55.52	56.91	58.33	59.79

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

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## **BY-LAW AMENDMENTS**

**Article 20** To see if the Town will vote to amend Section 125-35, “Licensed Marijuana Establishments,” of the Adams Zoning Bylaws to read as follows, or take any other action in relation thereto.

**1. Amend Section 125-35, “Licensed Marijuana Establishments,” as follows:**

### **ARTICLE IV. SPECIAL REGULATIONS**

**Revise Paragraph B Definitions of Marijuana Product Manufacturer and Marijuana Retailer to read:**

**MARIJUANA PRODUCT MANUFACTURER**

An entity licensed to obtain, manufacture, process, and package marijuana and marijuana products and to transfer these products to other marijuana establishments but not consumers.

**MARIJUANA RETAILER**

An entity licensed to purchase and transport marijuana and marijuana products from marijuana establishments and to sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

**Revise Paragraph B. Definitions to Add Definitions of Marijuana Courier and Marijuana Delivery Operator to read:**

**MARIJUANA COURIER**

An entity licensed to deliver marijuana and marijuana products directly to consumers from a Marijuana Retailer but is not authorized to sell directly to consumers.

## MARIJUANA DELIVERY OPERATOR

An entity licensed to purchase at wholesale and warehouse finished marijuana products acquired from a marijuana cultivator or product manufacturer, and to sell and deliver directly to consumers, but is not authorized to operate a storefront.

### **Revise Paragraph C (2) “Designated Locations for Marijuana Establishments” to read:**

Marijuana retailers, delivery operators, and couriers, as defined in this bylaw, may be sited in the Business (B-2) District as shown on the Zoning Map pursuant to G.L. c. 40A, §4, if granted a Special Permit and subject to site plan approval. Marijuana cultivators, product manufacturers, delivery operators, and couriers, as defined by this bylaw, may be sited in the Industrial Park (IP) District if granted a Special Permit and subject to site plan approval. The Special Permit Granting Authority is the Adams Planning Board.

### **Revise Paragraph D (1) “Permanent Location” to read:**

Permanent location. Each licensed marijuana establishment and any part of its operation, including, but not limited to, cultivation, processing, packaging, and sales, shall be operated from a fixed location within a fully enclosed building and its operations shall not be visible from the exterior of the premises. No marijuana establishment, including any medical or nonmedical retailer, shall be permitted to operate from a movable, mobile or transitory location. This section shall not apply to any licensed Marijuana Delivery Operator or Courier.

### **Revise Paragraph D (3) “Hours of Operation” to read:**

Hours of operation. A marijuana retailer, delivery operator, or courier may open or operate no earlier than 8:00 a.m. and shall close no later than 8:00 p.m. the same day, Monday through Saturday, and from 10:00 a.m. until 6:00 p.m. on Sunday unless other hours of operation are set by the Planning Board as part of site plan approval. Hours of operation shall apply to all sales, delivery, and dispensing activities for the business. There shall be no hourly restrictions on marijuana testing facilities or marijuana manufacturers, unless imposed by the Planning Board as part of site plan approval.

### **Revise Paragraph D (6) “Visibility of Activities” to read:**

Visibility of activities. All activities of any licensed marijuana establishment, including any marijuana retailer or marijuana manufacturer, shall be conducted indoors. This section shall not apply to any licensed Marijuana Delivery Operator or Courier.

### **Add Paragraph E (6) to read:**

Any Marijuana Establishment that seeks to expand or alter its operations so as to come within a new class or sub-class of Marijuana Establishment, as identified in 935 CMR 500.050, shall obtain a new special permit prior to undertaking such expansion or alteration.

### **Add Paragraph F (8) to read:**

In addition to what is otherwise required to be shown on a site plan pursuant to this section, any applicant that proposes to provide delivery of cannabis or marijuana to consumers located off site (home delivery) shall include on the plans submitted to the Planning Board any loading area to be used in connection with the home delivery operation, whether conducted

by the Marijuana Establishment itself or a Marijuana Delivery Licensee, and/or the area where the Marijuana Establishment will park vehicles used for home delivery, including overnight parking.

**Revise Section 125-50, Attachment 1, “Business Uses” by changing Footnotes 8 & 9 of the Use Regulation Schedule to read:**

<sup>8</sup>Licensed Marijuana Retailers, Delivery Operators and Couriers may be allowed in the B-2 District only if granted a Special Permit. No other Licensed Marijuana Establishment is permitted in B-2.

<sup>9</sup>Marijuana Cultivators, Product Manufacturers, Delivery Operators, Couriers, and Independent Testing Laboratories may be allowed in the IP District only if granted a Special Permit. No other licensed Marijuana Establishment is permitted in IP.

*The Finance Committee voted to make **NO RECOMMENDATION ON** this article.*

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## **MISCELLANEOUS ARTICLES**

**Article 21**      ***QUAKER MEETING HOUSE***

To see if the Town will vote to appropriate \$5,000 from the Quaker Meeting House fund for the purpose of inspecting sills and/or performing minor repairs or take any action relative thereto.

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: \$10,602.70.

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

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## **SPECIAL ARTICLES**

**Article 22**      ***ECONOMIC DEVELOPMENT FUND***

To see if the Town will vote to appropriate from the Economic Development Fund, \$80,000 to be used for Fiscal Year 2023 to hire a consultant for the Greylock Glen Foundation who will be responsible for establishing the Foundation and fundraising from the private sector; and to maintain the Community Development Special Projects Manager to work on a variety of critical development projects, 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 \$80,000 to be spent with the approval of the Town Administrator for Fiscal 2023.

**Article 23**     ***ACCEPT PROVISIONS OF M.G.L. CHAPTER 44, SECTION 53F ½***

To see if the Town will vote to accept the provisions of Chapter 44, § 53F ½ of the Massachusetts General Laws establishing sanitary sewer service operations as an enterprise fund effective fiscal year 2024 (July 1, 2023), or take any other action relative thereto.

This article would establish an Enterprise Fund for the Town’s Sanitary Sewer System. An Enterprise Fund is a standalone accounting system with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are typically recovered by any combination of user charges and general fund (tax levy) revenues. Enterprise fund accounting enables a community to identify the costs of providing a service and establish rates to cover those costs; allows payments for indirect costs to flow to the general fund to reimburse the general fund for time spent by employees on enterprise activities; and any surplus is retained in a separate fund and accrues interest and may be used to fund operations, capital, debt or to reduce rates. This requires a majority vote. *This article does not establish a sewer user fee structure.* In order to access the capital borrowing with loan forgiveness and low interest rate from the Commonwealth’s Clean Water Revolving Trust Fund (SRF), the Town is required to adopt an Enterprise Fund to account for its system costs.

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

**Article 24**     ***LAND ACQUISITION***

To see if the Town will authorize the Board of Selectmen to acquire through negotiation a parcel of land along Gould Road containing approximately 1.2 acres of land, identified by the Town of Adams Assessor’s records as Map 218, Parcel 3 and more particularly described by in the Northern Berkshire Registry of Deeds in Book 747, Page 442 for the purchase price of \$100,000.00; said compensation to be paid out of non-tax levy funds, including grant funds and/or funds the Town receives from the American Rescue Plan Act (ARPA), or to take any other action relative thereto.

This 1.2 acre property is located directly along the approach to the Town’s Greylock Glen Resort project. Constructing a residential dwelling unit on this highly visible site would detract from the attractiveness and the character of the Glen and its recreational focus. The lot’s exposure and consequential impact by traffic to the Glen would create a conflict between future residential owners, wanting to have full enjoyment of their property and the public’s full use of the Glen.

The price is not unreasonable given the lot size, the expansive views, and the current real estate demand in the entire region. Acquiring the property would allow the Town to create a future picnic grove and additional trail head parking, which will likely be needed as the Glen project develops.

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

**Article 25**     ***LAND DISPOSITION***

To see if the Town will authorize the disposition of two parcels of land and improvements thereon known as “20 East Street,” (former Community Center) containing approximately 5.7 acres of land, identified by the Town of Adams Assessor’s records as Map 116, Parcels 268 and 269 and more particularly described by in the Northern Berkshire Registry of Deeds in Book 646, Page 290, to Mr. Robert Hinton for the sale price of \$25,000; said compensation to be paid to the Town of Adams following execution of a purchase and sale agreement and development agreement with the Board of Selectmen, or to take any other action relative thereto.

Mr. Hinton is an experienced builder, owning his own construction company and was chosen by the Board of Selectmen to develop the property into housing. Mr. Hinton responded to a request for proposals (RFP) issued by the Town to choose a developer.

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

**Article 26** To see if the Town will rescind the following bylaw, or take any other action relative thereto:

**§ 22-7: Garbage disposals required in new building units**

Every dwelling unit constructed after the date of enactment of this section which discharges into a municipal sewage system shall have installed and maintained in the kitchen sink, in accordance with acceptable plumbing standards, a disposal unit for the grinding of food wastes into water-carried pulp.

This by-law, originally adopted in 1970, requires that any new housing development, single family or multi-unit, be equipped with garbage disposals. Although likely adopted contemporaneously with the construction of the Town's Wastewater Treatment Plant, no explanation for the requirement can be identified in Town records. Recent research has not identified any other community with such a requirement and it currently serves no functional or beneficial purpose for the operation of the sanitary sewer system. This requirement potentially adds unnecessary building costs and/or replacement costs. Rescinding this by-law and removing this requirement for new construction and replacement will allow individual homeowners, builders, developers and housing managers to make their own choice as to whether or not to install a garbage disposal unit.

*This article was added on June 1, 2022 by vote of the Board of Selectmen.*

*There is **NO RECOMMENDATION** from the Finance Committee.*

**Article 27** To transact any other business that may legally come before said meeting:

# 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 2023

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	
<b>Executive</b>											
Selectmen	1,834	1,834	12,450	13,850					14,284	15,684	0.00%
Town Administrator	192,176	192,283	28,100	32,183					220,276	224,466	1.90%
Town Counsel	45,903	46,821							45,903	46,821	2.00%
Moderator	305	305	205	205					510	510	0.00%
Town Report			2,100	2,100					2,100	2,100	0.00%
<b>Sub-Total</b>	<b>240,218</b>	<b>241,243</b>	<b>42,855</b>	<b>48,338</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>283,073</b>	<b>289,581</b>	
<b>Finance &amp; Technology</b>											
Finance Committee	528	528	1,980	1,980					2,508	2,508	0.00%
Reserve Fund * Outside Art.					175,000	175,000			175,000	175,000	0.00%
Employee/Retiree Benefits	1,513,195	1,595,332							1,513,195	1,595,332	5.43%
Accountant	124,746	137,406	39,330	40,050					164,076	177,456	8.15%
Technology	6,929	7,066	133,326	167,140	28,000	28,000			168,255	202,206	20.18%
Insurance			233,300	251,500					233,300	251,500	7.80%
<b>Sub-Total</b>	<b>1,645,398</b>	<b>1,740,332</b>	<b>407,936</b>	<b>460,670</b>	<b>203,000</b>	<b>203,000</b>	<b>0</b>	<b>0</b>	<b>2,078,826</b>	<b>2,226,494</b>	
<b>General Government</b>											
Assessor	136,220	131,570	10,125	10,125					146,345	141,695	-2.04%
Treasurer-Collector	125,513	129,791	33,150	33,150					158,663	162,941	2.70%
Debt Service					603,761	592,825			603,761	592,825	-1.81%
Town Clerk	143,072	151,430	4,850	4,850					147,922	156,280	5.65%
Elections			20,000	32,300					20,000	32,300	61.50%
Registrar of Voters	1,268	1,268							1,268	1,268	0.00%
Codification			2,500	2,500					2,500	2,500	0.00%
<b>Sub-Total</b>	<b>406,073</b>	<b>414,059</b>	<b>70,625</b>	<b>82,925</b>	<b>603,761</b>	<b>592,825</b>	<b>0</b>	<b>0</b>	<b>1,080,459</b>	<b>1,089,809</b>	
Community Development	138,889	128,119	115,425	121,675					254,314	249,794	-1.78%
Conservation Commission			1,625	2,625					1,625	2,625	61.54%
Planning Board			4,600	5,600					4,600	5,600	21.74%
Zoning Board			3,835	4,835					3,835	4,835	26.08%
Historical Commission			450	450					450	450	0.00%
Agricultural Commission			400	0					400	0	-100.00%
<b>Sub-Total</b>	<b>138,889</b>	<b>128,119</b>	<b>126,335</b>	<b>135,185</b>					<b>265,224</b>	<b>263,304</b>	

# Town of Adams - Organizational Budget Summary - Fiscal 2023 (continued)

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	
<b>Inspection Services</b>											
Inspection Services	208,645	261,947	5,745	5,745					214,390	267,692	24.86%
Weights/Measures Inspector			3,500	3,500					3,500	3,500	0.00%
<b>Sub-Total</b>	<b>208,645</b>	<b>261,947</b>	<b>9,245</b>	<b>9,245</b>					<b>217,890</b>	<b>271,192</b>	
<b>Public Health</b>											
Board of Health	0	0	11,550	14,800					11,550	14,800	28.14%
<b>Public Safety</b>											
Police Department	1,756,991	1,864,673	107,693	124,474			55,000		1,919,684	1,989,147	3.62%
Animal Control Officer	24,413	25,560	4,225	4,225					28,638	29,785	4.01%
Parking Management	23,461	24,607	4,950	4,950					28,411	29,557	4.03%
Emergency Management	2,111	2,129	3,775	2,875					5,886	5,004	-14.98%
Forest Warden	3,279	3,829	9,365	10,815					12,644	14,644	22.31%
<b>Sub-Total</b>	<b>1,810,255</b>	<b>1,920,798</b>	<b>130,008</b>	<b>147,339</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>0</b>	<b>1,995,263</b>	<b>2,068,137</b>	
<b>Public Service</b>											
Council on Aging	227,721	228,972	14,160	24,160					241,881	253,132	4.65%
Veterans Services	13,000	16,500	172,055	139,955					185,055	156,455	-15.45%
Memorial Day Remembrances			1,450	1,450					1,450	1,450	0.00%
Library	218,934	252,209	76,635	82,085			10,000		305,569	334,294	9.40%
<b>Sub-Total</b>	<b>459,655</b>	<b>497,681</b>	<b>264,300</b>	<b>247,650</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>733,955</b>	<b>745,331</b>	
<b>Public Buildings</b>											
Police Station			28,450	28,450					28,450	28,450	0.00%
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%
Community Center			400	400					400	400	100.00%
Public Bldgs/Prop Maint	77,574	80,883	130,000	140,000			3,050		210,624	428,883	0.83%
Adams Memorial Building			57,300	117,300					57,300	117,300	104.71%
Visitor Center	0	0	15,850	15,850					15,850	15,850	0.00%
<b>Sub-Total</b>	<b>77,574</b>	<b>80,883</b>	<b>259,725</b>	<b>329,725</b>			<b>3,050</b>	<b>208,000</b>	<b>340,349</b>	<b>618,608</b>	

# Town of Adams - Organizational Budget Summary - Fiscal 2023 (continued)

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	FY2022 Approved	FY2023 Recom.	
<b>Public Works</b>											
Tree Warden/Insect Pest			16,000	16,000					16,000	16,000	0.00%
Public Works Administration	39,113	29,536	3,200	3,200					42,313	32,736	-22.63%
Department of Public Works	1,447,900	1,515,727							1,447,900	1,515,727	4.68%
Highways			76,450	76,450					76,450	76,450	0.00%
Snow & Ice Control			246,000	246,000					246,000	246,000	0.00%
Flood Control			600	600					600	600	0.00%
DPW Garage/ Equipment Maintenance			185,500	197,500			10,000	30,000	195,500	227,500	16.37%
Transfer Station	16,360	16,794	59,455	61,792					75,815	78,586	3.65%
Wastewater Treatment Plant			357,525	376,025					357,525	376,025	0.11%
Wastewater Collection			4,700	4,700					4,700	4,700	0.00%
Cem, Parks & Grounds			48,675	48,675			5,000	12,000	53,675	60,675	13.04%
Celebrations - Seasonal			1,800	1,800					1,800	1,800	0.00%
<b>Sub-Total</b>	<b>1,503,373</b>	<b>1,562,057</b>	<b>999,905</b>	<b>1,032,742</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>42,000</b>	<b>2,518,278</b>	<b>2,636,799</b>	<b>4.71%</b>
<b>Regional Schools</b>											
Hoosac Valley RSD			5,470,319	5,637,361					5,470,319	5,637,361	3.054%
NBVRSD/McCann			1,055,418	948,049					1,055,418	948,049	-10.17%
<b>TOTALS</b>	<b>6,490,080</b>	<b>6,847,119</b>	<b>8,848,221</b>	<b>9,094,029</b>	<b>806,761</b>	<b>795,825</b>	<b>83,050</b>	<b>250,000</b>	<b>16,228,112</b>	<b>16,986,973</b>	<b>4.68%</b>
School Assessment	0	0	6,525,737	6,585,410	0	0	0	0	6,525,737	6,585,410	0.91%
Town Government	6,490,080	6,847,119	2,322,484	2,508,619	806,761	795,825	83,050	250,000	9,702,375	10,401,563	7.21%
% Change of Totals		5.50%		2.78%		-1.36%		201.02%		4.68%	
% Change of School Assessments				0.91%						0.91%	
% Change of Town Government		5.50%		8.01%		-1.36%		201.02%		7.21%	
<b>DEBT EXCLUSION - Hoosac Valley High Capital Project</b>										<b>661,729</b>	

# Economic Development Fund

	Marketing & Engineering	Greylock Glen	Comm Develop Staff	Town Common Rehab	Totals
<b>Fund Balance - 6/30/201</b>					<b>\$ 150,771.65</b>
FY21 Appropriation Carryforward	\$ 21,927.81	\$ 17,922.31	\$ 21,704.60		
FY22 Appropriation	10,000.00		79,000.00		
Greylock Glen					
Renewable Energy Study	(2,175.00)				
Greylock Glen					
Renewable Energy Study		(2,175.00)			
Greylock Glen Architects		(12,762.94)			
Greylock Glen Spec Books		(2,464.55)			
Greylock Glen Website Development		(124.41)			
Greylock Glen Registry of Deeds Filing		(105.00)			
Greylock Glen RFP Advertisement		(249.40)			
Community Development Special Projects Manager & Program Manager			(59,341.16)		
<hr/>					
Expenditures to 5-18-22	\$ (2,175.00)	\$ (17,881.30)	\$ (59,341.16)		<b>\$ (79,397.46)</b>
<hr/>					
Revenue - To 5/18/2021					<b>58,484.09</b>
<hr/>					
<b>Fund Balance - to 5/18/22</b>					<b>\$ 129,858.28</b>

## FY23 PROPOSED REQUEST - ARTICLE 22

Community Development	
Special Projects Manager	\$ 40,000.00
Greylock Glen	
Foundation Consultant	40,000.00
	<hr/>
<b>Total FY23 Request</b>	<b>\$ 80,000.00</b>

## Estimated Sources & Uses of Funds

	Fiscal 2021	Fiscal 2022	Proposed Fiscal 2023
General Gov Aid (Local Aid from State)	2,765,320	2,844,638	2,992,818
Estimated Local Receipts	1,445,367	1,440,686	1,440,686
Other Available Funds (see below)	349,288	61,000	73,000
Free Capital Infrastructure & Equipment	413,950	83,050	250,000
Free Cash to offset the Tax Rate	250,000	250,000	250,000
	<b>5,223,925</b>	<b>4,679,374</b>	<b>5,006,504</b>

## Fund Balance Estimates available for appropriation Other Available Funds:

	Actual Balance as of 7/01/21	Estimated Fiscal 2022 Interest	Estimated Fiscal 2022 Principal	Appropriated Fiscal 2022	Estimated Available Balance for FY23	PROPOSED Appropriation Fiscal 2023	Estimated Remaining Balance
Stabilization	639,538	4,205	118,000	0	761,743	0	761,743
Council on Aging - Elderly Receipts	40,093	46,401	46,401	23,000	63,494	35,000	28,494
Cemetery Investment Fund (Sale of Lots)	139,561	806	10,850	0	151,217	0	151,217
Parking Meter Fund	41,510	1,507	1,507	10,000	33,017	10,000	23,017
Technology Fund	48,843	20,967	20,967	28,000	41,810	28,000	13,810
Quaker Meeting Trust	10,555	64	64	0	10,619	0	10,619
Cemetery Perpetual Care -	436,246	4,800	4,800	0	0	0	441,046
Interest only available for expenditure	30,655	2,324	2,324	0	32,979	0	32,979
<b>Total Estimate to be used for FY2023</b>						<b>73,000</b>	

## Proposed Free Cash Usage - Fiscal Year 2023

Free Cash - Certified for July 1, 2021 For use through June 30, 2022		\$ 1,019,238
Article 7 - Free Cash Capital Infrastructure & Equipment Outlay	\$ 250,000	
Article 10 - Free Cash to offset the Tax Rate	\$ 250,000	
Total to be used for Fiscal Year 2023		<u>\$ 500,000</u>
<b>Balance Available for appropriation through June 30, 2022</b>		<b><u><u>\$ 519,238</u></u></b>

### Reserve Fund Transfers as of June 30, 2022

Original Reserve Account Appropriation		\$ 175,000
Transfer for Town Hall Elevator Repair	\$ 33,000	
Transfer for DPW Ford F550 One-Ton Dump Truck	\$ 80,000	
Total Transfers approved Fiscal Year 2020	<u>\$ 113,000</u>	
<b>Reserve account balance for transfer to the Stabilization Fund as of June 30, 2022</b>		<b><u><u>\$ 62,000</u></u></b>

# Estimated Tax Rate Recapitulation

## ACTUAL 2022 TAX RECAP

### I. Tax Rate Request

A. Total Amount to be Raised	17,442,388.00	
B. Total Estimated Receipts	4,990,645.00	
C. Net Amount to be Raised by Taxation	12,451,743.00	
D. Classified Tax Levies and Rates		

### II. Amounts to be Raised

A. Appropriations		6,490,080
PERSONAL SERVICES		2,322,484
OPERATING BUDGET - TOWN OF ADAMS		6,137,745
OPERATING BUDGET - HVRSD -		1,055,418
OPERATING BUDGET - NBVRSD		806,761
ANNUAL CAPITAL AND RESERVE FUND		83,050
CAPITAL INFRASTR. & EQUIP - FREE CASH		102,642
COURT JUDGEMENT		24,879
Outside Articles		17,223,059

### ESTIMATED APPROPRIATIONS

B. Other Local Expenditures		20,550
Offset Receipts - Library		46,461
State Charges		152,318
Overlay Reserve (for Abatements & Exemptions)		152,318

### Total to be Raised

**17,442,388**

E. Real Property Tax	11,561,316.85	
F. Personal Property Tax	890,426.15	
G. Total Taxes Levied on Property	12,451,743.00	

### III. Estimated Receipts

A. Gen Government State Aid - EST		2,844,638
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Total unshifted					
budgeted Tax Rate	Actual	20% Shift			
Debt Exclusion (Est)	21.80	20.89			
Tax Rate incl DE	21.80	<b>20.89</b>			

### B. Estimated Local Receipts

1,440,686

### Other Available Funds to be used:

C. OUTSIDE ARTICLES		311,271
D. Parking Meter Fund		10,000
E. Council on Aging (Elderly Receipts) Fund		23,000
F. Perpetual Care Interest Fund		0
G. Technology Fund		28,000
H. F/C Capital Infrastructure & Equipment		83,050
J. Free Cash to offset the Tax Rate		250,000

### Total Estimated Receipts

**4,990,645**

Total Allowable Levy -	13,181,304.00	
Present Year Levy - Item I C above	12,451,743.00	

### Excess/(Deficit) Capacity

**729,561.00**

\*\*\*\*\* ESTIMATED TAX RECAP FOR FY 2023 - BASED ON GOVERNOR'S BUDGET \*\*\*\*\*

**I. Tax Rate Request**

A. Total Amount to be Raised	17,216,668.00
B. Total Estimated Receipts	4,922,718.00
C. Net Amount to be Raised by Taxation	<u>12,293,950.00</u>
D. Classified Tax Levies and Rates	

**II. Amounts to be Raised**

A. Appropriations	6,847,119
PERSONAL SERVICES	2,508,619
OPERATING BUDGET - TOWN OF ADAMS	5,637,361
OPERATING BUDGET - HVRSD -	948,049
OPERATING BUDGET - NBVRSD	795,825
ANNUAL CAPITAL AND RESERVE FUND	250,000
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	
Outside Articles	
ESTIMATED APPROPRIATIONS	17,003,223
B. Other Local Expenditures	19,958
Offset Receipts - Library	43,487
State Charges	150,000
Overlay Reserve (for Abatements& Exemptions)	

**Total to be Raised**

**17,216,668**

**III. Estimated Receipts**

A. Gen Government State Aid - EST	2,896,532
B. Estimated Local Receipts	1,440,686
<b>Other Available Funds to be used:</b>	
C. OUTSIDE ARTICLES	
D. Parking Meter Fund	10,000
E. Council on Aging (Elderly Receipts) Fund	47,500
F. Perpetual Care Interest Fund	0
G. Technology Fund	28,000
H. F/C Capital Infrastructure & Equipment	250,000
I. Free Cash to offset the Tax Rate	250,000

**Total Estimated Receipts**

**4,922,718**

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 20% CIP shift
Residential	82.6697%	9,736,895.79	472,121,670	20.62
Open Space	0.0000%	0.00	0	20.62
Commercial	6.4168%	946,786.91	36,646,033	25.84
Industrial	4.9534%	730,869.36	28,288,797	25.84
Personal Property	5.9601%	879,397.94	34,037,697	25.84
<b>Total</b>	<b>100.0000%</b>	<b>12,293,950.00</b>	<b>571,094,197</b>	

E. Real Property Tax	11,414,552.06
F. Personal Property Tax	879,397.94
G. Total Taxes Levied on Property	<u>12,293,950.00</u>

Total unshifted budgeted Tax Rate	Actual	20% Shift
Debt Exclusion (Est)	1.10	1.1
Tax Rate incl DE	<u>22.63</u>	<u>21.72</u>

\$25K NEW GROWTH	
Total Allowable Levy -	12,851,725.00
Present Year Levy - Item I C above	<u>12,293,950.00</u>

**Excess/(Deficit) Capacity** **557,775.00**

ADDITION TO TAX BASE      ADDITION TO TAX RATE

**HVRSD - Hoosac Valley Middle High Debt Exclusion Override**

**21.72**

**1.10**

**661,729**

**EST SHIFTED RESIDENTIAL TAX RATE**

## TELEPHONE NUMBERS OF MAJOR OFFICES

<b>TOWN OFFICES</b>	<b>743-8300</b>
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

<b>OTHER GOVERNMENTAL OFFICES</b>	<b>NUMBER</b>
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

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



**Bring this book to Town Meeting - Tue., June 21, 2022**