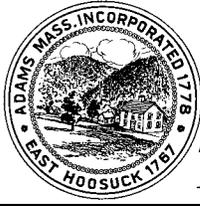




Monday, June 20, 2016  
Town of Adams  
Massachusetts





# *Town of Adams* Massachusetts 01220-2087

FINANCE COMMITTEE

TOWN HALL BUILDING  
8 PARK STREET

May 26, 2016

***SUBJECT: BUDGET SUBMISSION FOR FY2017***

Dear Town Meeting Members:

The Members of the Finance Committee are pleased to transmit herewith, budget Recommendations for Fiscal Year 2017. 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.

**OVERVIEW:**

This proposed Annual Town Budget for Fiscal Year 2017 is respectfully submitted for Town Meeting review.

It has been a commitment since Fiscal Year 2012 to “right-size” the operations of the Town of Adams. In that spirit, this year’s budget reflects a continued review of each line item within the Town’s operational and personnel expenditures. The Town Administrator has redoubled these efforts and strong reductions to personnel have been made accordingly. This course of action will reduce costly items such as current benefits and future costs such as the legacy costs of retirement benefits and retiree insurance also referred to as Other Post Employee Benefits (OPEB).

Last year the Town established an OPEB trust for the Town of Adams. This is necessary for the future costs of retiree health and life insurance. The Commonwealth of Massachusetts is allowing cities and towns to establish these trusts to begin to meet these unfunded future costs. The Town of Adams’ unfunded accrued liability for OPEB costs is currently \$13,330,000.

## **APPROACH:**

The Town of Adams has continued to view each year's budget process as an opportunity to formalize our long-term goals and plans for financial stability. In this year's proposal, there is a continued commitment to economic development as part of the Board of Selectmen's Economic Development Strategy which was crafted in 2013.

The below points will continue a commitment to such growth.

- \$65,000 in engineering funds plus \$40,000 for the Community Development Department for continued investment in the Greylock Glen project and the town at large. This is not a large increase in Town spending costs have been reallocated from elsewhere in the budget.
- Continued investment in marketing, promotional and tourism related activities in our downtown.
- \$6,000 for staffing at the Adams Visitors Center.
- \$40,750 from the Technology Fund to purchase replacement laptops for police cruisers, continued replacement of computer workstations throughout town offices, and the redesign of the town website.
- The first allocation of funds from the meals tax will provide additional support for the development of the Greylock Glen as well as marketing and development.

Financial stability was also a major underlying priority in this budget, as the Town must maintain a commitment to having stable reserves that can be used in a predictable manner from year to year.

The below items detail this year's strategy.

- A continued appropriation of \$175,000 to the Reserve Fund. Annually, the remaining balance of this fund is rolled into our Stabilization Fund.
  - Use of \$105,000 as revenue from free cash to offset the tax rate, an additional \$181,500 for capital expenditures, this leaves the Town with a remaining balance of \$457,455 in Free Cash. *This is the lowest amount of free cash used to balance the budget in many years.*
- We are beginning to pay debt service down faster than scheduled, and the free cash article to pay the Irene borrowing down a year earlier will save taxpayers interest as well as providing flexibility in future budgets.
  - There is no money being taken out of the stabilization fund this year, *this is the first time in over 10 years* this fund balance will increase.

## **OVERALL IMPACTS:**

This budget proposal includes a 1.6% decrease in the assessment from Adams-Cheshire Regional School District, and a 2.6% increase from the Northern Berkshire Regional Vocational School District.

Additionally, the Town of Adams was forced to accept an increase of 14% from our health insurance supplier, Berkshire Health Group on active plans but a 25% decrease in the MEDEX plan for retirees resulting in a net decrease in the assessment for Health Insurance of 3%.

Overall capital outlay is proposed to increase by 2.5% for Fiscal Year 2017. In terms of the Town of Adams operations, this budget decreases personnel costs by .5% by eliminating 3 full time positions and turning 2 full time positions into several part time positions; operational costs have increased .7%.

The overall budget proposal is a 2.06% increase from Fiscal Year 2016 with a bottom line of \$14,398,003.

## **CONCLUSION:**

The overall operations of the Town of Adams, separate of the school assessments, continue to be exceedingly predictable in their annual costs. With the commitment of the Town Administrator to reduce staff while maintaining services with innovative new approaches and integrating positions without seeing a detrimental reduction in Town services, the Town should realize cost savings well into the future.

There are currently no contract negotiations going on for town unions. The Police Union will have a contract negotiated in FY17 for Fiscals 18-20. It is the intention of the Town to continue to work closely with our Unions with an eye towards identifying ways in which to create better efficiencies while still maintaining, and where possible, enhancing the scope of services that are provided for the community.

We believe that the Town of Adams operations are currently headed in the right direction. We look forward to reviewing the budget with you at the Annual Town Meeting. Thank you for your consideration of this proposal as well as your participation in this important process.

Respectfully submitted,

Timothy Burdick, Chairman  
Craig Corrigan  
Paul S. Demastrie  
Amy A. Giroux  
Brian R. Johnson  
Joan Smigel  
Rachel H. Tomkowicz  
John Cowie

Leon S. Parrott, Vice-Chairman  
David Allen  
Charles H. Foster  
Sandra D. Kleiner  
Matthew Pitoniak  
Jeffrey M. Lefebvre  
Mark Chittenden

# Table of Contents

## Finance Committee Recommendations

Budget Submission for FY2017 Overview.....	1-3
Order of Articles .....	5
Glossary .....	22-23
Telephone Numbers of Major Offices.....	24
Exhibits	
Fiscal 2017 Organizational Budget Summary .....	25-27
Estimated Sources and Uses of Funds .....	28
Proposed Free Cash Usage - Fiscal Year 2017.....	29
Reserve Fund Transfers 2016.....	29
Estimated Tax Rate Recapitulation .....	30

# Order of Articles

	<b>Page</b>
<b>Annual Articles</b>	
Article 1	Elect Other Officers Not Previously Chosen .....7
Article 2	Selectmen Report .....7
Article 3	Committee Reports .....7
Article 4	Set Compensation of Elected Officials .....7
<b>Budget Articles</b>	
Article 5	Operating Omnibus Article ..... 7-9
Article 6	Capital Omnibus Article..... 10-11
Article 7	Capital Infrastructure and Equipment Outlay ..... 12-13
<b>Regional School Assessment Articles</b>	
Article 8	Adams-Cheshire Regional School District Assessment..... 14
Article 9	Northern Berkshire Regional Vocational School District Assessment..... 14
<b>Transfer to Special Funds Articles</b>	
Article 10	Free Cash to Lower the Tax Rate ..... 15
Article 11	Stabilization Fund Appropriation..... 15
Article 12	Reserve Fund Appropriation ..... 15
Article 13	Unpaid Bills ..... 15
<b>Annual Authorization Articles</b>	
Article 14	Authorization to Apply for Community Development Block Grants ..... 16
Article 15	Authorization to Apply for Community Facilities Grants ..... 16
Article 16	Authorization to Accept Perpetual Care Monies..... 16
Article 17	Authorization to Borrow ..... 16
Article 18	Authorization to Establish Certain Revolving Funds..... 16-17
<b>By-Law Amendments</b>	
Article 19	Vote to Amend the Compensation Plan – Section 10-5 ..... 18
<b>Miscellaneous Articles</b>	
Article 20	Authorization to Appropriate Funds for CT Plunkett Boiler Room Roof ..... 19
Article 21	Authorization to Complete Payment on TS Irene Note ..... 19
Article 22	Authorization to Appropriate from Economic Development Fund..... 19
Article 23	Vote to Accept Issuing of Sunday Alcohol Licenses..... 19
Article 24	Amend Chapter 22 Building Construction By-Laws ..... 19
Article 25	Amend By-Laws for Plastic Bag Reduction ..... 20-21
<b>Citizens Petitions</b>	
Article 26	Request of Expenditure of Funds for Adams Agricultural Fair/Bowe Field Upgrades .....21
Article 27	To Transact Any Other Business .....21



**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 **C. T. Plunkett School Auditorium on Monday, the 20th day of June 2016, at 7:00 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..... 2,000  
Member.....1,200

**Board of Assessors**

Full-Time .....64,993  
Part-Time .....1,800

**Treasurer/Collector** ..... 64,714

**Town Clerk**..... 60,126

**Board of Health**

Chairman.....1,386  
Member.....924

**Cemetery Commissioners**

Chairman .....600  
Member .....500

**Moderator** ..... 300

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

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**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, 2016 through June 30, 2017, 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 **“FY17 Recommended.”***

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2016 Approved	FY2017 Recommended	FY2016 Approved	FY2017 Recommended
<b>EXECUTIVE</b>				
Selectmen	6,901	6,901	12,125	12,150
Town Administrator	137,273	146,937	33,800	34,750
Town Counsel	39,972	40,772		
Moderator	305	305	305	205
Finance Committee	1,028	1,028	2,610	3,176
Town Report			2,400	2,200
<b>FINANCE &amp; TECHNOLOGY</b>				
Employee/Retiree Benefits	1,170,300	1,168,372		
Accountant	142,014	146,702	38,241	41,491
Technology	6,163	6,285	115,557	117,456
Insurance			136,640	170,150
<b>GENERAL GOVERNMENT</b>				
Assessor	121,076	120,888	7,985	7,925
Treasurer-Collector	119,290	113,915	48,575	44,990
Town Clerk	114,969	121,132	4,795	4,695
Elections			19,400	25,300
Registrar of Voters	2,005	2,004		
Codification			2,500	2,500
<b>COMMUNITY DEVELOPMENT</b>				
Conservation Commission			1,578	1,535
Planning Board			6,330	6,290
Zoning Board			5,127	4,895
Community Development	99,656	100,477	88,225	127,925
Building Inspector	65,342	155,993	8,648	9,500
Gas/appliance Inspector			650	650
Plumbing Inspector			650	650
Weights/measures Inspector			3,500	3,500
Electrical Inspector			685	685
Historical Commission			557	1,525
Agricultural Commission			700	550
<b>PUBLIC SAFETY</b>				
Police & Dispatching	1,599,854	1,560,748	69,365	89,665
Emergency Management	1,566	1,566	2,790	2,790
Animal Control Officer	33,319	34,512	4,465	4,365
Forest Warden	1,762	1,762	5,980	5,583
Hazardous Waste			150	0
Parking Ticket Dept	7,653	0	4,750	4,950

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2016 Approved	FY2017 Recommended	FY2016 Approved	FY2017 Recommended
<b>PUBLIC SERVICE</b>				
Council on Aging	225,591	188,682	19,260	15,510
Veterans Services	16,500	18,500	133,988	141,990
Memorial Day Remembrances			900	900
Library	216,063	161,146	89,000	79,985
<b>PUBLIC BUILDINGS</b>				
Police Station			29,650	28,650
Registry of Deeds			1,500	2,500
Town Hall			29,550	27,835
Public Buildings/Property Maintenance	68,678	71,693	148,540	168,540
Adams Memorial Building			26,400	24,000
Visitor Center	6,122	6,000	21,265	18,400
<b>PUBLIC WORKS</b>				
Tree Warden/Insect Pest			19,500	18,000
Public Works Administration	225,363	153,547	2,825	3,000
Department of Public Works	1,192,194	1,265,345		
Highways			86,650	81,150
Snow & Ice Control			246,000	246,000
Flood Control			600	600
Building/Equipment Maintenance			177,500	168,900
Recycling Center	7,286	7,390	54,125	54,300
Wastewater			246,360	268,385
Wastewater Collection			5,400	4,700
Cemetery, Parks & Grounds			44,160	44,575
Recreation Program			14,000	9,000
Celebrations - Seasonal			2,200	2,200
<b>PUBLIC HEALTH</b>				
Board of Health	31,195	29,666	19,135	17,935
<b>TOTALS</b>		<b>5,632,268</b>		<b>2,159,101</b>

DEPARTMENT	FROM AVAILABLE FUNDS	AMOUNT
Cemetery, Parks & Grounds	Cemetery Perpetual Care Interest	5,000
Parking Department	Parking Meter Fund	5,000
Council on Aging	Council on Aging Fund	15,000

## 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, and appropriate from available funds as noted, the amounts shown in the following schedule under the heading “**FY2017 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 with the Town:*

### CAPITAL OUTLAY

<i>Organization Name</i>	<i>FY2016 Approved</i>	<i>FY2017 Recommended</i>
<b>ADMINISTRATION AND FINANCE</b>		
Technology	21,300	40,750
Debt Service	555,571	555,818
<b>PUBLIC WORKS</b>		
Building/Equipment Maintenance	48,200	48,200
<b>Total Recommendation</b>	<b>625,071</b>	<b>644,768</b>
<b>Organization</b>	<b>From Available Funds</b>	<b>Amount</b>
Technology	Technology Fund	40,750

**TECHNOLOGY – TOTAL**

**40,750**

<i>Request is for replacement of two (2) twelve (12) year old Cisco Catalyst Switch ports at Town Hall and the Police Station</i>	5,600
<i>Request is for replacement of four (4) Police Cruiser Laptops</i>	15,200
<i>Replacement of computers &amp; monitors (9 to 11 units)</i>	6,750
<i>Request is for completion of the installation of the Microsoft Exchange Server</i>	3,200
<i>Request is to redesign the Town Website</i>	10,000

*The five (5) above requests are appropriated from the Technology fund for no Impact to the Tax Rate.*

**DEBT SERVICE – TOTAL**

**555,818**

**PRINCIPAL ON MATURING DEBT**

<b>Town Hall/ Police Station/Library Bond Issue</b>	180,000
<i>This request represents the principal of Town Hall, Police Station &amp; Library borrowings, consolidated &amp; refinanced for maximum savings.</i>	
<b>Wastewater Treatment Plant</b>	151,332
<i>This request represents the principal of the WWTP upgrade borrowing.</i>	
<b>Tropical Storm Irene</b>	38,300
<i>This request represents the principal of the third of five payments for the Town's share of borrowing costs associated with TS Irene in 2010.</i>	
<b>Water Channel Improvements</b>	70,000
<i>This request represents the principal for the second part of the Capital Borrowing authorized by Town Meeting in FY2011 for Water Channel Improvements to the Flood Control System.</i>	
<b>TOTAL PRINCIPAL</b>	<b>\$ 439,632</b>

**INTEREST ON MATURING DEBT**

<b>Town Hall/Police Station/Library Bond Issue</b>	52,400
<i>This request represents the interest on the Town Hall/ Police Station/ Library borrowings.</i>	
<b>Wastewater Treatment Plant</b>	34,224
<i>This request represents the interest on the WWTP borrowing.</i>	
<b>Tropical Storm Irene</b>	1,522
<i>This request represents the interest on the TS Irene borrowing.</i>	
<b>Water Channel Improvements</b>	5,040
<i>This request represents the interest for the second part of the Capital Borrowing authorized by Town Meeting in FY2011 for Water Channel Improvements to the Flood Control System.</i>	
<b>TOTAL INTEREST</b>	<b>\$ 93,186</b>

**Interest – Temporary Loans**

<b>BAN's; GAN's; TAN's; and related fees</b>	23,000
<i>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. Balance may be used to pre-pay principal on outstanding loans to reduce future Debt Service burdens.</i>	

**PUBLIC WORKS – TOTAL**

**48,200**

<b>Equipment Maintenance</b>	
<i>Mobil Sweeper - 5 year lease - payment 4 of 5</i>	48,200

**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 “**FY2017 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>FY 2017 Recommended</i>
<b>EXECUTIVE</b>	
Slum & Blight Remediation	\$ 60,000
<b>PUBLIC SAFETY</b>	
Police Cruiser Replacement	37,000
Emergency Management Shelter	3,000
<b>PUBLIC WORKS</b>	
Adams Memorial Building	7,000
Replacement of 1 (one) One Ton Pick-up	50,000
Sander Body	16,500
Mobile Equipment/mowers, trimmers, etc.	8,000
<b>TOTAL RECOMMENDED</b>	<b>\$ 181,500</b>

<b>EXECUTIVE</b>	<b>60,000</b>
<i>Selectmen</i>	60,000
<i>This request is for funds for remediation of Slum &amp; Blight.</i>	
<b>PUBLIC SAFETY – TOTAL</b>	<b>40,000</b>
<i>Police Department</i>	37,000
<i>This request is for replacement of one Police Cruiser.</i>	
<i>Emergency Management</i>	3,000
<i>This request is for one Emergency Management Shelter.</i>	
<b>PUBLIC WORKS – TOTAL</b>	<b>81,500</b>
<i>Adams Memorial Building</i>	7,000
<i>This request is to repair the defects in the fire alarm system and add emergency circuits to the generator for emergency shelter usage.</i>	
<i>Building/Equipment Maintenance</i>	
<i>This request is for replacement of one One Ton Pick-up.</i>	50,000
<i>This request is for one sander body.</i>	16,500
<i>Cemetery, Parks &amp; Grounds</i>	8,000
<i>This request is for replacement of Mobile Equipment: Mowers, Snow Blower, Trimmers, etc.</i>	

## 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 Adams-Cheshire Regional School District for the fiscal period beginning July 1, 2016 through June 30, 2017, or take any other action in relation thereto.

	<i>FY2016 Approved</i>	<i>FY2017 Recommended</i>
<i>Adams-Cheshire</i>	5,521,459	5,446,707

The above assessment consists of five parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget)	\$ 3,515,077
2) Additional Operating Assessment (above Foundation)	729,582
3) Other Expenditures (Non-foundation Budget-Transportation)	486,349
4) Capital Assessment (Capital Budget)	65,517
5) Capital Assessment – <b>HVHS Project Debt Exclusion</b>	650,182
	\$ 5,446,707

The Total Adams-Cheshire Regional School District FY2017 budget is \$18,995,762.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Adams-Cheshire Regional School District Budget and to raise and appropriate \$5,446,707.*

**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 for the fiscal period beginning July 1, 2016 through June 30, 2017, or take any other action in relation thereto.

	<i>FY2016 Approved</i>	<i>FY2017 Recommended</i>
<i>McCann Vocational</i>	788,446	808,841

The above assessment consists of four parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget)	\$643,742
2) Additional Operating Assessment (above Foundation)	100,786
3) Additional Operating Assessment (Non-Foundation-Transportation)	46,180
4) Capital Assessment (Capital Budget)	18,133
	\$808,841

Total Northern Berkshire Vocational Regional School District Budget is \$9,089,681.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Northern Berkshire Vocational Regional School District Budget and to raise and appropriate \$808,841.*

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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 appropriate from “Free Cash” the sum of \$105,000 to be used to lower the Tax Rate.*

In order to hold the Tax Rate below the levy limit, and to eliminate the need for any override votes, it is proposed the \$105,000 of Free Cash be utilized to offset some of this year’s increase in the 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 FY16 Reserve Fund, as of June 30, 2016, to the Stabilization Fund. The present balance is \$68,650.*

This article will transfer the balance of the Reserve Fund, currently \$68,650 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.

At this time, there are no outstanding bills.

***No Recommendation.***

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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, 2015 through December 31, 2015 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 \$6,330 that were received during the period January 1, 2015 through December 31, 2015 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 \$6,330 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** To see if the Town will vote to authorize the establishment of various revolving funds in accordance with Section 53E½ of Chapter 44 of the General Laws, as amended, or take any other action in relation thereto.
- The Finance Committee voted to **RECOMMEND** that the Town vote to authorize the following revolving funds in accordance with the applicable Chapters of the General Laws of Massachusetts, as follows:*
- A) *That may be spent by the Town Administrator, without further appropriation, during Fiscal Year 2017 to pay expenses and contractual services required for the preparation and issuance of bid and proposal specifications and packages. The "Bid Specification Revolving Fund" is to be credited with all fees and charges received during the fiscal year from vendors requesting bid and proposal specifications. Any amounts credited within three months of the close of the fiscal year will be transferred to the Fiscal 2017 "Bid Specification Revolving*

*Fund” and the balance remaining in the Fund at the end of the year will be transferred to the General Fund. The Town Administrator may spend \$5,000 in revolving fund money for the program during Fiscal 2017.*

- B) That may be spent by the DPW Director, without further appropriation, during Fiscal 2017 to pay expenses and contractual services required for the installation of individual sanitary sewers. The “Sanitary Sewer Revolving Fund” is to be credited with all charges received during the fiscal year from persons requesting connection to the sanitary sewer system. Any amounts credited within three months of the close of the fiscal year will be transferred to the Fiscal 2017 “Sanitary Sewer Revolving Fund” and the balance remaining in the Fund at the end of the year will be transferred to the General Fund. The DPW Director may spend \$30,000 in revolving fund money for the program during Fiscal 2017.*
- C) That may be spent by the Town Administrator without further appropriation, during Fiscal 2017 to pay expenses of promoting the Town of Adams. The “Promotional Revolving Fund” is to be credited with all monies received by the Town from the sale of promotional items during the fiscal year. Any balance in the fund at the end of the fiscal year is to be transferred to the Fiscal 2018 “Promotional Revolving Fund”. The Town Administrator may spend up to \$5,000 in revolving fund money for the program during Fiscal 2017.*
- D) That may be spent by the Director of the Adams Free Library with the approval of the Board of Trustees of the Adams Free Library, without further appropriation, during Fiscal Year 2017 to replace Library lost materials. The “Library Revolving Fund” is to be credited with all fines and fees received during the fiscal year from Library patrons for damaging or failing to return borrowed materials and for the late return of borrowed materials. Any balance in the fund, not to exceed \$7,000 is to be transferred to the Fiscal 2018 “Library Revolving Fund” and any balance in excess of \$7,000 at the end of the year will be transferred to the General Fund. The Library Director, with the approval of the Library Trustees, may spend \$7,000 in revolving fund money for the program during Fiscal 2017.*
- E) That may be spent by the Director of Public Works with the approval of the Town Administrator without further appropriation during Fiscal Year 2017 to pay the expenses of operating the Adams Recycling Center. The “Recycling Center Revolving Fund” is to be credited with all income and fees received from operation of the Adams Recycling Center during Fiscal Year 2017. The Town Administrator may spend up to \$1,000 during Fiscal Year 2017. Any balance in the fund at the end of the fiscal year will be transferred to the General Fund.*
- F) That may be spent by the Director of Community Development with the approval of the Town Administrator without further appropriation during Fiscal Year 2017 to reimburse Plumbing, Electrical and Gas Inspectors. The “Inspection Services Fund” is to be credited with all Plumbing, Electrical and Gas permit fees received by the Town. Up to \$25,000 may be spent from this fund during Fiscal Year 2017.*

***And further*** to authorize under Section 53D, Chapter 44 of the General Laws:

- G) That may be spent by the Director of Public Works with the approval of the Town Administrator without further appropriation during Fiscal Year 2017 to pay expenses, electricity, supplies and contractual services required for the care, maintenance and upkeep of any recreational field or park. The “Parks and Recreation Revolving Fund” is to be credited with all fees charged for use of Recreational fields and parks during Fiscal 2017. Any amounts credited within three months of the close of the fiscal year will be transferred to the Fiscal 2018 “Parks and Recreation Revolving Fund” and the balance remaining in the Fund at the end of the year will be transferred to the General Fund. Up to \$5,000 may be spent in revolving fund money during Fiscal Year 2017.*

## BY-LAW AMENDMENTS

**Article 19** 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</b>												
THIS REPRESENTS A 2% INCREASE OVER FY2016												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	19,901	20,399	20,909	21,432	21,967	22,517	23,081	23,657	24,249	24,855	25,477	26,114
2	21,692	22,235	22,791	23,360	23,944	24,544	25,159	25,787	26,431	27,093	27,770	28,464
3	23,644	24,237	24,842	25,464	26,101	26,753	27,423	28,108	28,810	29,532	30,270	31,025
4	25,772	26,418	27,078	27,756	28,450	29,161	29,891	30,638	31,403	32,190	32,994	33,817
5	28,092	28,796	29,515	30,254	31,010	31,785	32,582	33,396	34,230	35,086	35,963	36,861
6	30,621	31,387	32,171	32,977	33,800	34,646	35,515	36,401	37,310	38,244	39,200	40,179
7	33,378	34,212	35,067	35,945	36,842	37,765	38,710	39,677	40,667	41,686	42,728	43,794
8	36,382	37,290	38,223	39,180	40,157	41,163	42,195	43,248	44,328	45,438	46,573	47,736
9	39,658	40,647	41,663	42,706	43,772	44,868	45,993	47,140	48,317	49,528	50,764	52,032
10	43,227	44,305	45,412	46,550	47,711	48,906	50,132	51,383	52,666	53,985	55,333	56,716
11	47,118	48,292	49,500	50,740	52,004	53,307	54,644	56,007	57,406	58,844	60,313	61,820
12	51,359	52,639	53,955	55,306	56,684	58,105	59,562	61,048	62,572	64,140	65,741	67,384
13	55,982	57,377	58,811	60,284	61,786	63,335	64,922	66,542	68,204	69,913	71,658	73,449
14	61,021	62,540	64,104	65,710	67,347	69,036	70,765	72,531	74,342	76,205	78,107	80,059
15	66,514	68,169	69,873	71,624	73,408	75,249	77,134	79,059	81,033	83,063	85,137	87,264
16	72,501	74,303	76,161	78,070	80,015	82,021	84,076	86,175	88,326	90,539	92,800	95,118

<b>SALARY ADMINISTRATION PLAN - HOURLY RATE TABLE</b>												
THIS REPRESENTS A 2% INCREASE OVER FY2016												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	10.89	11.17	11.44	11.73	12.02	12.32	12.63	12.95	13.27	13.60	13.94	14.29
2	11.87	12.17	12.47	12.79	13.11	13.43	13.77	14.11	14.47	14.83	15.20	15.58
3	12.94	13.27	13.60	13.94	14.29	14.64	15.01	15.38	15.77	16.16	16.57	16.98
4	14.11	14.46	14.81	15.19	15.56	15.97	16.36	16.77	17.19	17.63	18.06	18.51
5	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.74	19.19	19.68	20.18
6	16.76	17.18	17.61	18.05	18.51	18.96	19.45	19.92	20.42	20.93	21.46	21.99
7	18.27	18.73	19.18	19.67	20.17	20.67	21.18	21.72	22.26	22.83	23.39	23.97
8	19.91	20.41	20.92	21.44	21.98	22.53	23.10	23.67	24.27	24.88	25.49	26.13
9	21.71	22.25	22.79	23.38	23.96	24.56	25.17	25.80	26.45	27.10	27.79	28.48
10	23.66	24.25	24.86	25.48	26.11	26.77	27.44	28.12	28.83	29.55	30.29	31.04
11	25.79	26.43	27.09	27.77	28.46	29.19	29.91	30.66	31.42	32.21	33.01	33.85
12	28.11	28.81	29.53	30.27	31.03	31.80	32.60	33.41	34.25	35.11	35.98	36.88
13	30.64	31.40	32.19	33.00	33.82	34.67	35.53	36.42	37.33	38.27	39.22	40.20
14	33.40	34.23	35.09	35.97	36.86	37.79	38.73	39.70	40.69	41.71	42.75	43.82
15	36.41	37.31	38.24	39.20	40.18	41.19	42.22	43.27	44.35	45.46	46.60	47.76
16	39.68	40.67	41.69	42.73	43.80	44.89	46.02	47.17	48.34	49.56	50.79	52.06

*The Finance Committee voted to **RECOMMEND** Article 19, amending Section 10-5 of the Town of Adams Code of Laws: Compensation Plan.*

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## SPECIAL ARTICLES

**Article 20** To appropriate from available funds, free cash, the sum of \$130,000 to repair or replace the boiler section of the roof on Plunkett School, and/or other capital expenses to be expended by the Town, or take any action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to appropriate \$130,000 from free cash and to accept this article as written.*

**Article 21** To appropriate from available funds, free cash, the sum of \$38,000 to pay the remaining principal payment on the five (5) year note borrowing for Tropical Storm Irene or take any action in relation thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to appropriate \$38,000 from free cash and to accept this article as written.*

**Article 22** 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 \$30,000 for the Greylock Glen Development Project, and \$10,000 for downtown marketing & 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 appropriate \$40,000 from the Economic Development Fund and to accept this article as written.*

In order to foster economic development and keep economic development expenses off the tax roll, it is proposed \$40,000 of the Economic Development Fund (meals tax proceeds) be utilized for expenses towards economic development in the Town of Adams.

**Article 23** To see if the Town will vote to accept Massachusetts General Law Chapter 138, §33B authorizing the Local Licensing Authority (in Adams the Board of Selectmen) to issue licenses to sell alcoholic beverages between 10 am and noon on Sundays, the last Monday in May, and on Christmas day or on the day following when said day occurs on Sunday or take any other action relative thereto.

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

**Article 24** To see if the Town will amend Chapter 22 Building Construction Section 22-10 Building permit application, plans and specifications; fees; of the Bylaws of the Town of Adams by the following:

Amending Section A of Section 22-10 Building Permit Application, plans and specifications of the By-Laws of the Town of Adams by adding the following language at the end of the current paragraph: “The Board of Selectmen shall determine the fees for any and all permits issued under this section. Any fees currently or previously established by this ordinance shall remain in effect until such a time as the Board of Selectmen has adopted a fee schedule otherwise.”

Amending Section B of Section 22-10 of the By-Laws of the Town of Adams by deleting the entire section.

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

**Article 25** To see if the Town will amend the Bylaws of the Town of Adams by adding the following:

**Chapter 102: Plastic Bag Reduction**

**§102-1 Purpose and intent.**

- A. The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to the potential death of marine animals through ingestion and entanglement; contributing to pollution of the land environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture.
- B. The purpose of this chapter is to eliminate the usage of thin-film single-use plastic bags by all retail establishments in the Town of Adams.

**§ 102-2 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**ASTM STANDARD** - A testing standard developed by the American Society for Testing and Materials.

**BIODEGRADABLE BAG** - bag that: 1) Contains no polymers derived from fossil fuels; and 2) Is intended for single use and will decompose in a natural setting at a rate comparable to other biodegradable materials such as paper, leaves, and food waste.

**REUSABLE BAG** - A bag, with handles, that is specifically designed for multiple uses and is made of thick plastic, cloth, fabric or other durable materials.

**THIN-FILM SINGLE-USE PLASTIC BAGS** - Typically with plastic handles, are bags with a thickness of 2.5 mils or less and are intended for single-use transport of purchased products.

**§ 102-3 Use regulations.**

- A. Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail establishment within the Town of Adams.
- B. Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail establishments may provide reusable or recyclable thick plastic, paper, fabric or other types of bags at no charge, or charge a fee for paper or other bags, as they so desire. Retail establishments are strongly encouraged to make reusable bags available for sale to customers at a reasonable price.
- C. Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

**§ 102-4 Administration and enforcement.**

- A. The Board of Selectmen shall establish an application process and make determinations as to the classification of new single-use bag products, as they come on the market, to determine if they are compostable or biodegradable and meet, or exceed, ASTM D6400 for compostable plastic.
- B. The Inspection Services Department will be responsible to enforce this chapter through the issuance of a violation notice. A violation notice may be reissued for each day that the activity persists until the violation is corrected.

- C. For each day the violation is in effect, the following penalties shall apply:
- (1) Fifty dollars per day for each day the violation persists;
  - (2) One hundred dollars per day for each day that a new violation occurs after the first violation;
  - (3) Two hundred dollars per day for each day of any future violations that occur after the second violation.

**§ 102-5 Effective date.**

This chapter shall go into effect as of March 30, 2017 or such later date upon which it is approved by the Attorney General.

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

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**CITIZENS PETITION**

**Article 26** The Adams Agricultural Fair would like to be considered for the Town Warrant Article again this year. The Executive Committee is asking the town to make an expenditure of \$5,000.00 for much needed upgrades to Bowe Field. We are in need of electrical upgrades; more lighting on the field, behind the bleachers, and at the main gate. There is a problem with the line in the parking lot. We are also in need of a new deck for the tractor mower, or a new tractor. The entry gates are also in need of repairs. We greatly appreciate your consideration for funding for these necessary upgrades and repairs to Bowe Field.

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

**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.

## 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>
Adams-Cheshire 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
Berkshire Chamber of Commerce .....	663-3735
Adams Post Office .....	743-5177

# Town of Adams Organizational Budget Summary Fiscal 2017

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	
<b>Executive</b>											
Selectmen	6,901	6,901	12,125	12,150					19,026	79,051	315.49%
Town Administrator	137,273	146,937	33,800	34,750					171,073	181,687	6.20%
Town Counsel	39,972	40,772							39,972	40,772	2.00%
Moderator	305	305	2,610	3,176					610	510	-16.39%
Finance Committee	1,028	1,028							3,638	4,204	15.56%
Reserve Fund * Outside Art. Town Report			2,400	2,200	175,000	175,000			175,000	175,000	0.00%
									2,400	2,200	-8.33%
<b>Finance &amp; Technology</b>											
Employee/Retiree Benefits	1,170,300	1,168,372							1,170,300	1,168,372	-0.16%
Accountant	142,014	146,702	38,241	41,491					180,255	188,193	4.40%
Technology	6,163	6,285	115,557	117,456	21,300	40,750			143,020	164,491	15.01%
Insurance			136,640	170,150					136,640	170,150	24.52%
<b>General Government</b>											
Assessor	121,076	120,888	7,985	7,925					129,061	128,813	-0.19%
Treasurer-Collector	119,290	113,915	48,575	44,990					167,865	158,905	-5.34%
Debt Service									555,571	555,818	0.04%
Town Clerk	114,969	121,132	4,795	4,695					119,764	125,827	5.06%
Elections			19,400	25,300					19,400	25,300	30.41%
Registrar of Voters	2,005	2,004							2,005	2,004	-0.05%
Codification			2,500	2,500					2,500	2,500	0.00%
<b>Community Development</b>											
Conservation Commission											
Planning Board			1,578	1,535					1,578	1,535	-2.72%
Zoning Board			6,330	6,290					6,330	6,290	-0.63%
Community Development	99,656	100,477	88,225	127,925					187,881	228,402	21.57%
Building Inspector	65,342	155,993	8,648	9,500					73,990	165,493	123.67%
Gas/Appliance Inspector			650	650					650	650	0.00%
Plumbing Inspector			650	650					650	650	0.00%
Weights/Measures Inspector			3,500	3,500					3,500	3,500	0.00%
Electrical Inspector			685	685					685	685	0.00%
Historical Commission			557	1,525					557	1,525	173.79%
Agricultural Commission			700	550					700	550	-21.43%

# Town of Adams Organizational Budget Summary

## Fiscal 2017

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total
	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	
<b>Public Safety</b>											
Police & Dispatching	1,599,854	1,560,748	69,365	89,665			37,000	37,000	1,705,219	1,687,413	-1.04%
Emergency Management	1,566	1,566	2,790	2,790			3,000	3,000	7,356	7,356	0.00%
Animal Control Officer	33,319	34,512	4,465	4,365					37,784	38,877	2.89%
Forest Warden	1,762	1,762	5,980	5,583					7,742	7,345	-5.13%
Hazardous Waste			150	0					150	0	-100.00%
Parking Ticket Dept	7,653	0	4,750	4,950					12,403	4,950	-60.09%
<b>Public Service</b>											
Council on Aging	225,591	188,682	19,260	15,510					244,851	204,192	-16.61%
Veterans Services	16,500	18,500	133,988	141,990					150,488	160,490	6.65%
Memorial Day Remembrances			900	900					900	900	0.00%
Library	216,063	161,146	89,000	79,985					305,063	241,131	-20.96%
<b>Public Buildings</b>											
Police Station			29,650	28,650					29,650	28,650	-3.37%
Registry of Deeds			1,500	2,500					1,500	2,500	66.67%
Town Hall			29,550	27,835					29,550	27,835	-5.80%
Community Center									0	0	0.00%
Public Bldgs/Prop Maint	68,678	71,693	148,540	168,540					217,218	240,233	10.60%
Adams Memorial Building			26,400	24,000					26,400	31,000	17.42%
Visitor's Center	6,122	6,000	21,265	18,400					27,387	24,400	-10.91%
<b>Public Works</b>											
Tree Warden/Insect Pest			19,500	18,000					19,500	18,000	-7.69%
Public Works Administration	225,363	153,547	2,825	3,000					228,188	156,547	-31.40%
Department of Public Works	1,192,194	1,265,345	86,650	81,150					1,192,194	1,265,345	6.14%
Highways			246,000	246,000					246,000	246,000	0.00%
Snow & Ice Control			600	600					600	600	0.00%
Flood Control			177,500	168,900					275,700	283,600	2.87%
Building/Equipment Maintenance			54,125	54,300					61,411	61,690	0.45%
Recycling Center	7,286	7,390	246,360	268,385					246,360	268,385	8.94%
Wastewater			5,400	4,700					5,400	4,700	-12.96%
Wastewater Collection			44,160	44,575					63,160	52,575	-16.76%
Cem, Parks & Grounds			14,000	9,000					14,000	9,000	-35.71%
Recreation Program			2,200	2,200					2,200	2,200	0.00%
Celebrations - Seasonal											

# Town of Adams Organizational Budget Summary Fiscal 2017

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	FY2016 Approved	FY2017 Recom.	
<b>Public Health</b> Board of Health	31,195	29,666	19,135	17,935					50,330	47,601	-5.42%
<b>Regional Schools</b> Adams-Cheshire * McCann Vocational*			4,877,362 788,446	4,796,525 808,841					4,877,362 788,446	4,796,525 808,841	-1.66% 2.59%
<b>Totals</b>	5,659,440	5,632,268	7,713,399	7,764,467	800,071	819,768	108,000	181,500	14,280,910	14,398,003	0.82%
<b>School Assessment</b>	0	0	5,665,808	5,605,366	0	0	0	0	5,665,808	5,605,366	-1.07%
<b>Town Government</b>	5,659,440	5,632,268	2,047,591	2,159,101	800,071	819,768	108,000	181,500	8,615,102	8,792,637	2.06%
<b>% Change of Totals</b>		-0.48%		0.66%		2.46%		68.06%		0.82%	
<b>% Change of School Assessments</b>				-1.07%						-1.07%	
<b>% Change of Town Government</b>		-0.48%		5.45%						2.06%	

**DEBT EXCLUSION - Hoosac Valley High Capital Project** **650,182**

# ESTIMATED SOURCES & USES OF FUNDS

	Fiscal 2015	Fiscal 2016	Proposed Fiscal 2017
General Gov Aid (Local Aid from State)	2,383,484	2,415,430	2,509,256
Estimated Local Receipts	1,225,740	1,261,625	1,268,922
Other Available Funds (see below)	164,600	135,061	65,750
Free Capital Infrastructure & Equipment	448,280	228,000	181,500
Free Cash to offset the Tax Rate	590,000	580,000	105,000
	4,812,104	4,620,116	4,130,428

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

	Actual Balance as of 7/01/15	Estimated Additions Fiscal 2016	Appropriated Fiscal 2016	Estimated Available Balance for FY17	PROPOSED Appropriation Fiscal 2017	Estimated Remaining Balance
		Interest	Principal			
Stabilization	214,686	700	68,650	0	0	284,036
Council on Aging - Receipts	33,042		14,000	25,000	15,000	7,042
Cemetery Investment Fund (Sale of Lots)	191,742	480	16,000	1,500	0	206,722
Parking Meter Fund	48,749		8,000	22,653	5,000	29,096
Technology Fund	49,005		24,000	21,300	40,750	10,955
Quaker Meeting Trust	16,210	36		0	0	16,246
Cemetery Perpetual Care -	410,246		8,000			418,246
Interest only available for expenditure	22,596	420		5,000	5,000	13,016
					65,750	

Total Estimate to be used for FY2017

## Proposed Free Cash Usage - Fiscal Year 2017

Free Cash - Certified for July 1, 2015		
For use through June 30, 2016		911,955
Article 7 - Free Cash Capital Infrastructure & Equipment Outlay	181,500	
Article 11 - Free Cash - to reduce the Tax Rate	105,000	
Article 20 - Repair Plunket School Building Roof Section	130,000	
Article 21 - Pay down of T/S Irene Loan early	38,000	
Total to be used for Fiscal Year 2017		454,500
Balance Available for appropriation through June 30, 2016		457,455

## Reserve Fund Transfers as of May 23, 2016

Original Reserve Account Appropriation		175,000
Community Development Staff Wages	7,000	
Building Commissioner Office Overtime	750	
Property and Casualty Insurance (Deductable)	4,000	
Slum & Blight Redemption	10,600	
Town Administrator Legal Services	15,000	
Town Administrator Overtime	2,000	
Police Station Maintenance	4,000	
Waste Water Treatment Plant	63,000	
Total Transfers Approved Fiscal Year 2016		106,350
Reserve Account Balance for Transfer to the Stabilization Fund		68,650

# ESTIMATED TAX RATE RECAPITULATION

## ACTUAL 2016

### I. Tax Rate Request

A. Total Amount to be Raised	15,350,135.00
B. Total Estimated Receipts	<u>4,620,116.00</u>
C. Net Amount to be Raised by Taxation	<u>10,730,019.00</u>

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 18% CIP shift
Residential	80.1227%	8,467,616.59	395,861,354	21.39
Open Space	0.0000%	0.00	0	-
Commercial	8.3180%	911,654.67	35,065,859	26.00
Industrial	6.2400%	726,229.20	27,933,752	26.00
Personal Property	5.3193%	624,519.34	24,021,368	26.00
Total	<u>100.0000%</u>	<u>10,730,019.80</u>	<u>482,882,333</u>	
<b>E. Real Property Tax</b>				10,105,500.00
<b>F. Personal Property Tax</b>				<u>624,519.00</u>
<b>G. Total Taxes Levied on Property</b>				<u>10,730,019.00</u>

### II. Amounts to be Raised

#### A. Appropriations

PERSONAL SERVICES	5,659,440
OPERATING EXP - TOWN	2,047,591
OPERATING BUDGET - ACRSD -	4,877,362
OPERATING BUDGET - NBVRS	788,446
ANNUAL CAPITAL AND RESERVE FUND	800,071
CAPITAL INFRASTR & EQUIP - FREE CASH	108,000
COURT JUDGEMENT	16,250
ESTIMATED APPROPRIATIONS	14,297,160

#### B. Other Local Expenditures

ARTICLE 11 TRANSFER TO STABILIZATION	43,108
ARTICLE 14 CEMETERY INVESTMENT FUND	1,500
ARTICLE 21 10 YEAR REVALUATION	85,000
ARTICLE 29 SCHOOL COMPUTERS	30,000
ARTICLE 30 TRANSFER OF FUNDS	16,500
ARTICLE 33 AGGIE FAIR	5,000
Proposition 2 1/2 Capital Debt Exclusion	644,107
Offset Receipts - Library	13,952
State Charges	40,445
Allowance for Abatements & Exemptions	<u>173,364</u>
<b>Total to be Raised</b>	<u>15,350,136</u>

### III. Estimated Receipts

A. Gen Government State Aid	2,415,430
B. Estimated Local Receipts	1,261,625
C. Council on Aging Receipts	25,000
D. Parking Meter Receipts	22,653
E. Technology Fund	21,300
F. Cemetery Perpetual Care Interest	5,000
G. Reserve Fund Transfer to Stabilization	43,108
H. Cemetery Investment Fund	1,500
I. Transfer of Available Funds	16,500

I. Free Cash for Capital & other Articles 228,000

J. Free Cash to offset the Tax Rate 580,000

**Total Estimated Receipts** 4,620,116

Actual Tax Rate: \$ 22.22

Present Year Levy - Item I C above 10,730,019.00  
 Total Allowable Levy - ACTUAL (644,107 DE) 10,870,834.00

**Excess/(Deficit) Capacity** 140,815.00

## ESTIMATED TAX RECAP FOR FY2017

### I. Tax Rate Request

A. Total Amount to be Raised	14,639,650.00
B. Total Estimated Receipts	<u>4,130,428.00</u>
C. Net Amount to be Raised by Taxation	<u>10,509,222.00</u>
D. Classified Tax Levies and Rates	

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 18% CIP shift
Residential	81.9788%	8,274,801.73	395,861,354	20.90
Open Space	0.0000%	0.00	0	20.90
Commercial	7.2618%	900,379.05	35,065,859	25.68
Industrial	5.7848%	717,249.36	27,933,752	25.68
Personal Property	4.9746%	616,791.86	24,021,368	25.68
Total	<u>100.0000%</u>	<u>10,509,222.00</u>	<u>482,882,333</u>	
<b>E. Real Property Tax</b>				9,892,430.14
<b>F. Personal Property Tax</b>				<u>616,791.86</u>
<b>G. Total Taxes Levied on Property</b>				<u>10,509,222.00</u>

### II. Amounts to be Raised

<b>A. Appropriations</b>	
PERSONAL SERVICES	5,632,268
OPERATING BUDGET - TOWN OF ADAMS	2,159,101
OPERATING BUDGET - ACRSD -	4,796,525
OPERATING BUDGET - NBVRS	808,841
ANNUAL CAPITAL AND RESERVE FUND	819,768
CAPITAL INFRASTR. & EQUIP - FREE CASH	181,500
COURT JUDGEMENT	16,250
ESTIMATED APPROPRIATIONS	14,414,253
<b>B. Other Local Expenditures</b>	
Offset Receipts - Library	13,952
State Charges	40,445
Overlay Reserve (for Abatements & Exemptions)	<u>171,000</u>
<b>Total to be Raised</b>	<u>14,639,650</u>

### III. Estimated Receipts

A. Gen Government State Aid - EST	2,509,256
B. Estimated Local Receipts	1,268,922
<b>Other Available Funds to be used:</b>	
C. OUTSIDE ARTICLES	
D. Parking Meter Fund	5,000
E. Council on Aging (Elderly Receipts) Fund	15,000
F. Perpetual Care Interest Fund	5,000
G. Technology Fund	40,750
H. F/C Capital Infrastructure & Equipment	181,500
I. Free Cash to offset the Tax Rate	105,000

Actual Tax Rate: 21.76

Total Allowable Levy - 50K new growth 10,532,395.00  
 Present Year Levy - Item I C above 10,509,222.00

**Excess/(Deficit) Capacity** 23,173.00

**Total Estimated Receipts** 4,130,428

ADDITION TO TAX BASE      ADDITION TO TAX RATE

**ACRSD - Hoosac Valley Middle High Project      650,182      1.30      EST SHIFTED RESIDENTIAL TAX RATE      21.78**







**Bring this book to Town Meeting - Monday, June 20, 2016**