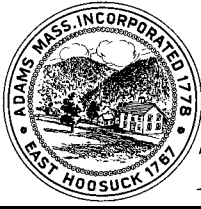




Monday, June 18, 2018
Town of Adams
Massachusetts



Town of Adams Massachusetts 01220-2087

FINANCE COMMITTEE

TOWN HALL BUILDING
8 PARK STREET

May 23, 2018

SUBJECT: BUDGET SUBMISSION FOR FY 2019

Dear Town Meeting Members:

The Members of the Finance Committee are pleased to transmit herewith, budget Recommendations for Fiscal Year 2019. 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 2019 is respectfully submitted for Town Meeting review.

It has been a continuing commitment 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 Interim Town Administrator has scrutinized what works and what does not. This Fiscal Year 2019 budget reflects a positive approach to support Town services by equipping our departments with the resources necessary to fulfill their missions. This strategy produces a budget proposal that allows the Town to invest responsibly in our infrastructure and capital needs, while also maintaining our reserves at even healthier levels than in previous years.

Three years ago 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 stands at \$11,940,000.

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.

- The Economic Development Fund was established with funding from the Local Option Meals Tax revenue in Fiscal Year 2016. Revenue of over \$166,395 has been received by the Town as of December 31, 2017. To date \$30,000 has been appropriated for marketing and engineering, \$70,000 has been appropriated for the Greylock Glen and \$10,000 for the Susan B. Anthony Centennial Celebration. For Fiscal Year 2019, it is proposed that a Town Planner be hired at an approximate cost of \$57,800, as well as, \$10,000 for marketing & engineering. Also proposed is a request for the Greylock Glen, \$20,000 and \$10,000 for the Susan B. Anthony Celebration.
- A request is made for \$60,000 from Free Cash for Slum & Blight remediation. This is important to the Town in its continued efforts to revitalize blighted areas of the community.
- \$235,000 appropriation from the Capital Outlay from Free Cash for the Hoosac Valley Elementary School, formerly known as C. T. Plunkett Elementary. The Town will continue its commitment to investing in the capital needs of the building. Engineering for the anticipated capital project at the school is within the operational portion of the Community Development budget, \$25,000.
- Department of Public Works is requesting \$91,000 for replacement of the sander for Truck #29, \$7,000; replacement of one (1) F350 pick-up truck with a plow and sander package, \$52,000; and a plow and sander package for a new single-axle dump truck, \$32,000. The new single-axle dump truck will be purchased through the Chapter 90 program. Also included is a request for a gator vehicle to assist with building maintenance, rail trail maintenance, and maintenance at the Greylock Glen, \$15,000. All requests are from Capital Outlay from Free Cash.
- The Wastewater Treatment Plant is in need of upgrades. The Department of Environmental Protection (DEP) has mandated new chlorinators be installed, at a cost of \$40,000. This request is included in the tax rate. Mandatory compliance actions to meet the National Pollution Discharge Elimination System (NPDES) are at an expected cost of \$16,000. One half of this cost is included in the tax rate and one half is being requested from Free Cash. Also requested from the Capital Outlay from Free Cash is: replacement of a failing Scum Pump, \$20,000 and replacement of the 20-year old Lab Microscope, \$4,000.
- \$63,750 investment in Technology. It has been several years since a replacement of computers has been undertaken. In Fiscal Year 2020 the Town will need to invest in a new server and prior to this, upgrades must be made to computer workstations and software that will no longer be supported by Microsoft. An appropriation from the Technology fund of \$29,750 to upgrade all Town workstations to Office 2016 is requested. Second an appropriation from Capital Outlay from Free Cash for replacement of half of the computer workstations and Windows 10 Licensing is requested.
- The Adams Police Department is requesting replacement of one (1) cruiser at an anticipated cost of \$42,000. This is included in the tax rate.
- The Adams Fire District will need to replace water meters for Town buildings and a request from Capital Outlay from Free Cash is made for \$25,000.
- Other miscellaneous requests are being made from Capital Outlay from Free Cash for the following: the Adams Agricultural Fair, \$5,000; Forest Warden building for two (2) new garage doors, \$5,260; the Adams-Cheshire Youth Center's Summer Program, \$15,000; replacement of mobile equipment for cemetery and parks maintenance and an ADA bathroom upgrade at Valley Street Field, \$14,000.

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 \$250,000 from free cash as revenue to offset the tax rate. The Town is not balancing the budget with Free Cash, but rather is using it as a counterweight to lessen the burden on the taxpayer. Along with the \$531,260 in capital outlay noted above as well as a court judgment payoff, this leaves the Town with a remaining balance of 508,834 in Free Cash.
- There is no money being taken out of the stabilization fund this year. We are proposing the balance of the Reserve Fund, \$47,638 be added for an approximate balance \$381,400, the highest balance in over five years.

OVERALL IMPACTS:

This budget proposal includes a .53% increase in the assessment from Adams-Cheshire Regional School District, and an 8.67% decrease from the Northern Berkshire Regional Vocational School District. Both school districts are to be commended on their practical nearly level funded budgets.

Additionally, the Town of Adams experienced no increase from our health insurance supplier, the Berkshire Health Group for Fiscal Year 2019 for additional savings.

Overall capital outlay is proposed to decrease by 33% for Fiscal Year 2019. Again this is offset by appropriations from Free Cash for Capital items. In terms of the Town of Adams operations, this budget increases personnel costs by 4.04%; operational costs have increased 5.45%.

The overall budget proposal is a .3% increase from Fiscal Year 2018 with a bottom line of \$15,406,821. In the end, this is truly a level-funded budget.

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 Interim Town Administrator and the Board of Selectmen to equip Town departments and staff with the necessary resources to fulfill their missions, a careful review of operational and personnel expenditures continues. In doing so, the Town has also been able to make appropriate and modest investments in infrastructure and capital needs.

There is currently one contract negotiation going on for the DPW union. This is expected to be finalized prior to June 30.

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
John Cowie, Vice Chairman
Craig Corrigan
Paul S. Demastrie
Amy A. Giroux
Brian R. Johnson

Joan Smigel
Rachel H. Tomkowicz
Leon S. Parrott
Charles H. Foster
Sandra D. Kleiner
Jeffrey M. Lefebvre

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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 **Hoosac Valley Elementary School Auditorium** on Monday the 18th day of June 2018, at 7:00 P.M., then and there to act on the following articles, to wit.*

ANNUAL ARTICLES

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

Board of Selectmen

Chairman.....2,000

Member.....1,200

Board of Assessors

Full-Time68,282

Part-Time.....1,800

Treasurer/Collector.....68,282

Town Clerk68,282

Board of Health

Chairman.....1,386

Member.....924

Cemetery Commissioners

Chairman600

Member.....500

Moderator300

*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, 2018 through June 30, 2019, 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 **“FY2019 Recommended.”***

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2018 Approved	FY2019 Recommended	FY2018 Approved	FY2019 Recommended
EXECUTIVE				
Selectman	6,901	6,901	12,450	12,450
Town Administrator	SEE ARTICLE 6		41,350	40,500
Town Counsel	41,587	42,835		
Moderator	305	305	205	205
Finance Committee	528	528	2,280	2,480
Town Report			1,800	2,100
FINANCE & TECHNOLOGY				
Employee/Retiree Benefits	1,244,832	1,248,872		
Accountant	150,462	154,438	39,691	39,691
Technology	6,471	6,471	106,705	117,972
Insurance			178,995	178,995
GENERAL GOVERNMENT				
Assessor	125,569	136,903	5,425	9,725
Treasurer-Collector	116,792	121,143	39,490	39,360
Debt Service				
Town Clerk	123,932	133,125	4,700	4,850
Elections			16,410	29,110
Registrar of Voters	2,004	2,004		
Codification			2,500	2,500
COMMUNITY DEVELOPMENT	79,854	85,929	118,425	118,425
INSPECTION SERVICES				
Building Inspector	210,184	221,973	7,000	10,475
Conservation Commission			1,601	1,416
Planning Board			5,790	4,690
Zoning Board			4,395	3,945
Plumbing Inspector			0	500
Weights/Measures Inspector			3,500	3,500
Electrical Inspector			0	500
Historical Commission			525	450
Agricultural Commission			550	400
PUBLIC HEALTH				
Board of Health			19,660	15,085
PUBLIC SAFETY				
Police Department	1,629,512	1,685,242	83,165	91,899
Animal Control Officer	35,127	32,800	4,365	4,365
Emergency Management	1,566	2,105	2,790	2,790
Forest Warden	1,762	2,979	5,583	6,353
Parking Management	7,400	7,402	4,950	4,950

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2018 Approved	FY2019 Recommended	FY2018 Approved	FY2019 Recommended
PUBLIC SERVICE				
Council on Aging	196,869	219,185	15,510	15,560
Veterans Services	19,000	19,000	157,937	168,240
Memorial Day Remembrances			900	1,425
Library	166,976	184,162	80,185	80,485
PUBLIC BUILDINGS/PROPERTY MAINTENANCE				
Police Station			27,450	27,450
Registry of Deeds			1,000	1,050
Town Hall			21,185	26,150
Public Buildings/Property Maintenance	54,140	55,561	138,540	142,800
Community Center				400
Adams Memorial Building			22,000	34,300
Visitor's Center			16,900	15,850
PUBLIC WORKS				
Tree Warden/Insect Pest			16,000	16,000
Public Works Administration	158,652	164,792	3,000	3,000
Department of Public Works	1,285,254	1,346,345		
Highways			71,650	76,450
Snow & Ice Control			246,000	246,000
Flood Control			600	600
Building/Equipment Maintenance			178,700	183,500
Transfer Station	11,226	11,227	54,300	59,455
Wastewater			263,535	296,501
Wastewater Collection			4,700	4,700
Cemetery, Parks & Grounds			45,025	43,675
Celebrations - Seasonal			2,200	1,800
TOTALS		5,892,227		2,195,072

DEPARTMENT	FROM AVAILABLE FUNDS	AMOUNT
Parking Department	Parking Meter Fund	17,400
Council on Aging	Council on Aging Fund	20,000

Article 6 To see if the Town will vote to raise and appropriate, a sum or sums of money as may be necessary to fund the Personal Services of the Town Administrators office for the fiscal period beginning July 1, 2018 through June 30, 2019, or take any other action in relation thereto:

*The Finance Committee voted to **NOT RECOMMEND** that the Town vote to raise and appropriate or appropriate from available funds as noted, the amounts shown under the heading “**FY19 Recommended.**”*

PERSONAL SERVICES		
	<i>FY2018 Approved</i>	<i>FY2019 Recommended</i>
EXECUTIVE		
Town Administrator	149,991	170,162

CAPITAL OMNIBUS ARTICLES

Article 7 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 “**FY2019 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>FY2018 Approved</i>	<i>FY2019 Recommended</i>
ADMINISTRATION AND FINANCE		
Technology	19,500	29,750
Debt Service	537,003	415,697
PUBLIC WORKS		
Building/Equipment Maintenance	48,200	0
Wastewater Treatment		
Chlorinators/First half of NPDES Permit	0	48,000
PUBLIC SAFETY		
Replacement of one (1) cruiser	0	42,000
Total Recommendation		535,447

TECHNOLOGY – TOTAL **\$ 29,750**

Technology

This request is for upgrading 85 computers to Microsoft Office 2016. 29,750

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

The current Town Server is nearly ten (10) years old and Microsoft support will expire on June 30, 2019. This server controls all town buildings, public safety, email, property assessing management, accounting software and emergency management. In order to replace it in FY2020 upgrades are requested this fiscal year to prepare.

DEBT SERVICE – TOTAL **\$ 415,697**

PRINCIPAL ON MATURING DEBT

Town Hall/Police Station/Library Bond Issue

*This request represents the principal of Town Hall, Police Station &
Library borrowing.* 170,000

Wastewater Treatment Plant

This request represents the principal of the WWTP upgrade borrowing. 161,131

TOTAL PRINCIPAL **\$ 331,131**

INTEREST ON MATURING DEBT

Town Hall/Police Station/Library Bond Issue

*This request represents the interest on the Town Hall/ Police Station/
Library borrowings.* 41,900

Wastewater Treatment Plant

This request represents the interest on the WWTP borrowing. 22,666

TOTAL INTEREST **\$ 64,566**

Interest – Temporary Loans

BAN's; GAN's; TAN's; and related fees

*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. 20,000

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

PUBLIC WORKS – TOTAL **\$ 48,000**

Wastewater Treatment Plant

*The Department of Environmental Protection has mandated replacement
of the Chlorinators at the plant.* 40,000

*Mandatory compliance actions to meet the National Pollution Discharge
Elimination System (NPDES) one-half of cost requested here.* 8,000

PUBLIC SAFETY – TOTAL **\$ 42,000**

Police Department

This request is for replacement of one cruiser. 42,000

Article 8***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 “**FY2019 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>FY2019 Recommended</i>
EXECUTIVE	
Slum & Blight Remediation	60,000
Adams Agricultural Fair	5,000
TECHNOLOGY	
Technology	34,000
PUBLIC BUILDINGS	
Hoosac Valley Elementary	235,000
Gator for Grounds Maintenance	15,000
Forest Warden Building	5,260
Town building water meter replacements	25,000
PUBLIC WORKS	
Equipment Maintenance	91,000
Wastewater Treatment Plant	32,000
Cemetery, Parks and Grounds	14,000
Summer Recreation Program	15,000
TOTAL RECOMMENDED	531,260

EXECUTIVE **\$ 65,000**

Selectmen

This request is for funds for remediation of Slum & Blight. 60,000

This request is for upgrades to Bowe Field for the Adams Agricultural Fair. 5,000

TECHNOLOGY **\$ 34,000**

Technology

This request is for 35 new Pro-desk computers. 29,750

This request is for a Microsoft Windows 10 upgrade. 4,250

PUBLIC BUILDINGS **\$ 280,260**

Hoosac Valley Elementary – *This request is for capital upgrades.* 235,000

Public Grounds – *This request is for a Gator Utility Vehicle.* 15,000

Forest Warden – *This request is for replacement of failing garage doors.* 5,260

Town Wide – *This request is for replacement of water meters that service town buildings. Work to be performed by Adams Water Dept.* 25,000

PUBLIC WORKS **\$ 152,000**

Equipment Maintenance

This request is for replacement of an F350 with plow & sander package. 52,000

This request is for a plow & sander for new single axle dump truck. 32,000

This request is for replacement of a sander on truck #29. 7,000

Wastewater Treatment Plant

This request is for replacement of a failing scum pump. 20,000

This request is for the second half of the NPDES permit. 8,000

This request is for replacement of a 20 year old lab microscope. 4,000

Cemetery, Parks & Grounds

This request is for ADA compliant bathroom upgrades at Valley Street Field. 6,000

This request is for replacement of Mobile Equipment: Mowers, Trimmers etc. 8,000

This request is for the Adams-Cheshire Youth Center summer program. 15,000

REGIONAL SCHOOL ASSESSMENT ARTICLES

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 Adams-Cheshire Regional School District for the fiscal period beginning July 1, 2018 through June 30, 2019, or take any other action in relation thereto.

	<i>FY2018 Approved</i>	<i>FY2019 Recommended</i>
<i>Adams-Cheshire</i>	5,593,713	5,617,932

The above assessment consists of five parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget)	\$ 4,012,884
2) Additional Operating Assessment (above Foundation)	418,167
3) Other Expenditures (Non-foundation Budget-Transportation)	475,882
4) Capital Assessment (Capital Budget)	60,003
5) Capital Assessment – HVHS Project Debt Exclusion	650,996
	<u>\$ 5,617,932</u>

The total Adams-Cheshire Regional School District FY2019 budget is \$19,750,146.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Adams-Cheshire Regional School District FY19 budget and to raise and appropriate \$5,617,932.*

Article 10

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, 2018 through June 30, 2019, or take any other action in relation thereto.

	<i>FY2018 Approved</i>	<i>FY2019 Recommended</i>
<i>McCann Vocational</i>	1,030,016	940,717

The above assessment consists of four parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget)	\$ 742,932
2) Additional Operating Assessment (above Foundation)	142,957
3) Additional Operating Assessment (Non-Foundation-Transportation)	47,828
4) Capital Assessment (Capital Budget)	7,000
	<u>\$940,717</u>

The total Northern Berkshire Vocational Regional School District budget is \$9,343,958

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Northern Berkshire Vocational Regional School District FY19 budget and to raise and appropriate \$1,030,016.*

TRANSFERS TO SPECIAL FUNDS

Article 11 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 12 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 FY18 Reserve Fund, as of June 30, 2018, to the Stabilization Fund. The present balance is \$47,638.*

This article will transfer the balance of the Reserve Fund, currently \$47,638 to the Stabilization Fund.

Article 13 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 14 To see if the Town will vote to raise and appropriate or appropriate from available funds a sum of money to pay unpaid bills of current or prior fiscal years, or take any other action in relation thereto.

No Recommendation

At this time, there are no outstanding bills.

ANNUAL AUTHORIZATION ARTICLES

- Article 15** 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 16** 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 17** To see if the Town will vote to accept certain perpetual care funds that were received during the period January 1, 2017 through December 31, 2017 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 \$4,500 that were received during the period January 1, 2017 through December 31, 2017 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 \$4,500 deposited with the Town for the care and maintenance of cemetery lots.

- Article 18** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow in the event of a revenue shortfall to allow the Treasurer to borrow via Revenue Anticipation Notes (RAN's), Tax Anticipation Notes (TAN's), Federal Aid Anticipation Notes (FAAN's), Grant Anticipation Notes (GAN's), and State Aid Anticipation Notes (SAAN's), in an amount not to exceed the anticipated revenue shortfall, or take any action in relation thereto.

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

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

BY-LAW AMENDMENTS

Article 19 To see if the Town will vote to amend the General Bylaws, Chapter 50 – Revolving Funds to add the following Revolving Funds:

Revolving Fund	Spending Authority	Revenue Source	Allowed Expenses
Adams Visitor Center Revolving Fund	Town Administrator	Rental Fees	Maintenance and upkeep of the Adams Visitor Center
Adams Memorial Building Revolving Fund	Town Administrator	Rental Fees	Maintenance and upkeep of the Adams Memorial Building

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

The Municipal Modernization Act enables the Town to accept Revolving Funds as by-laws, they only need a one time authorization.

Article 20 *Authorize Revolving Fund Spending Limits*
To see if the Town will vote, pursuant to Massachusetts General Law Ch. 44, §53E ½ to establish limitations on expenditures from the revolving funds established by Chapter 50 of the General Bylaws, entitled, “Revolving Funds”, as follows, or take any action in relation thereto:

Revolving Account	FY2019 Expenditure Limit
Bid Specification Revolving Fund	\$ 5,000
Sanitary Sewer Revolving Fund	30,000
Promotional Revolving Fund	5,000
Library Revolving Fund	7,000
Transfer Station Revolving Fund	60,000
Inspection Services Fund	25,000
Tax Title Revolving Fund	20,000
Adams Visitor Center	25,000
Adams Memorial Building	25,000

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

The spending limits on Revolving Fund By-laws must be authorized annually.

Article 21 To see if the Town will vote to amend the Compensation Plan as established by Section 10-5 of the Town of Adams Code of Laws or take any other action in relation thereto.

SALARY ADMINISTRATION PLAN - ANNUAL RATE TABLE – FY19 This represents a 3% increase over FY2018												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	20,908	21,431	21,967	22,516	23,079	23,657	24,249	24,855	25,476	26,113	26,766	27,435
2	22,790	23,360	23,944	24,542	25,156	25,786	26,432	27,091	27,768	28,464	29,175	29,904
3	24,841	25,463	26,099	26,752	27,421	28,107	28,810	29,530	30,268	31,026	31,802	32,595
4	27,076	27,755	28,448	29,160	29,889	30,637	31,404	32,188	32,992	33,818	34,664	35,528
5	29,514	30,253	31,008	31,785	32,579	33,394	34,230	35,086	35,962	36,862	37,783	38,726
6	32,171	32,975	33,799	34,646	35,510	36,399	37,312	38,243	39,198	40,179	41,184	42,212
7	35,067	35,943	36,841	37,764	38,706	39,675	40,669	41,684	42,725	43,795	44,890	46,010
8	38,223	39,177	40,157	41,162	42,189	43,246	44,330	45,436	46,571	47,737	48,930	50,151
9	41,664	42,704	43,771	44,867	45,986	47,139	48,320	49,525	50,762	52,034	53,333	54,665
10	45,415	46,547	47,710	48,905	50,125	51,381	52,669	53,983	55,330	56,717	58,133	59,585
11	49,502	50,736	52,004	53,307	54,636	56,005	57,409	58,841	60,310	61,821	63,365	64,948
12	53,958	55,303	56,685	58,105	59,552	61,046	62,575	64,137	65,738	67,386	69,068	70,794
13	58,815	60,280	61,787	63,335	64,913	66,540	68,207	69,909	71,655	73,451	75,284	77,166
14	64,109	65,705	67,348	69,035	70,755	72,529	74,346	76,201	78,104	80,061	82,060	84,110
15	69,880	71,618	73,409	75,248	77,123	79,057	81,037	83,060	85,133	87,267	89,445	91,680
16	76,169	78,063	80,015	82,020	84,064	86,171	88,330	90,535	92,795	95,120	97,495	99,931
SALARY ADMINISTRATION PLAN - HOURLY RATE TABLE – FY19 This represents a 3% increase over FY2018												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	11.43	11.73	12.01	12.34	12.63	12.95	13.27	13.60	13.94	14.29	14.65	15.02
2	12.47	12.79	13.11	13.43	13.77	14.11	14.47	14.83	15.20	15.58	15.97	16.37
3	13.60	13.94	14.29	14.64	15.01	15.38	15.77	16.16	16.57	16.98	17.41	17.84
4	14.82	15.20	15.57	15.96	16.33	16.75	17.19	17.60	18.06	18.53	18.98	19.46
5	16.15	16.56	16.97	17.40	17.83	18.28	18.74	19.20	19.68	20.17	20.68	21.20
6	17.61	18.05	18.50	18.97	19.46	19.91	20.45	20.92	21.46	21.99	22.56	23.11
7	19.18	19.67	20.16	20.67	21.20	21.71	22.24	22.82	23.38	23.98	24.57	25.18
8	20.93	21.45	21.98	22.53	23.09	23.67	24.27	24.87	25.50	26.13	26.78	27.44
9	22.80	23.37	23.93	24.56	25.17	25.80	26.45	27.11	27.80	28.46	29.18	29.94
10	24.86	25.48	26.11	26.77	27.44	28.12	28.83	29.55	30.28	31.04	31.82	32.61
11	27.10	27.77	28.47	29.19	29.90	30.68	31.42	32.21	33.01	33.84	34.68	35.57
12	29.53	30.27	31.03	31.80	32.60	33.41	34.25	35.11	35.98	36.88	37.80	38.75
13	32.19	32.99	33.82	34.67	35.53	36.42	37.33	38.26	39.22	40.20	41.21	42.24
14	35.09	35.96	36.86	37.79	38.73	39.70	40.69	41.71	42.75	43.82	44.91	46.04
15	38.25	39.20	40.18	41.19	42.21	43.27	44.36	45.46	46.60	47.76	48.96	50.18
16	41.69	42.73	43.80	44.89	46.01	47.17	48.35	49.55	50.79	52.06	53.36	54.70

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

SPECIAL ARTICLES

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 \$57,800 for hiring a Town Planner, \$20,000 for the Greylock Glen Development Project, \$10,000 for marketing, downtown infrastructure, engineering or other studies related to economic development, public art, and \$10,000 for the Susan B Anthony Celebration 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 \$97,800 to be spent with the approval of the Town Administrator for Fiscal 2019.

Article 23 To see if the Town will vote to adopt the provisions of MGL Chapter 64N, Section 3, to impose a local excise tax upon the sale or transfer of marijuana or marijuana related products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at the rate of three (3%) percent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana related products, said excise tax to be credited into the Economic Development Fund, or take any action in relation thereto.

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

This Local Option Excise Tax is collectable under Massachusetts General Laws when accepted by the Town. This 3% retail tax will be collected and paid to the Town by the Department of Revenue in the same manner as other local option taxes.

Article 24 To see if the Town will vote to use Free Cash to pay for a Judgment in the amount of \$56,042 imposed upon the Town of Adams by the Department of Industrial Accidents by the Arrowood Indemnity Company for a cost of living adjustment claim from a 1976 fatal injury of an employee, or take any action in relation thereto.

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

The Town's former worker compensation carrier from the 1970's is making a claim for cost of living adjustments to the claimant for multiple years. Town Counsel has prevailed in keeping this claim to a minimum through the statute of limitations. Free Cash is requested in place of the Department of Revenue adding it to the Tax Rate.

Article 25 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

TOWN OFFICES		743-8300
Board of Assessorsext.	178
Board of Healthext.	179
Board of Selectmenext.	170
Building Departmentext.	171
Community Developmentext.	173
Council on Aging	743-8333
Forest Warden	743-8335
Library	743-8345
Police	743-1212
Public Works		
Directorext.	172
Cemeteryext.	172
Highwayext.	172
Parks & Groundsext.	172
Wastewater Treatment	743-8370
Town Accountantext.	175
Town Administratorext.	170
Town Clerkext.	176
Town Counsel	743-0990
Treasurer/Collectorext.	177
Veteran Servicesext.	174

OTHER GOVERNMENTAL OFFICES**NUMBER**

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

OTHER NUMBERS OF INTEREST**NUMBER**

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

Town of Adams Organizational Budget Summary

Fiscal 2019

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Change
	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	
Executive											
Selectmen	6,901	6,901	12,450	12,450			60,000	60,000	79,351	79,351	0.00%
Town Administrator	149,991	170,162	41,350	40,500			5,000	5,000	196,341	215,662	9.84%
Town Counsel	41,587	42,835							41,587	42,835	3.00%
Moderator	305	305	205	205					510	510	0.00%
Finance Committee	528	528	2,280	2,480					2,808	3,008	7.12%
Reserve Fund * Outside Art.					175,000	175,000			175,000	175,000	0.00%
Town Report			1,800	2,100					1,800	2,100	16.67%
Sub-Total	199,312	220,731	58,085	57,735	175,000	175,000	65,000	65,000	497,397	518,466	
Finance & Technology											
Employee/Retiree Benefits	1,244,832	1,248,872							1,244,832	1,248,872	0.32%
Accountant	150,462	154,438	39,691	39,691					190,153	194,129	2.09%
Technology	6,471	6,471	106,705	117,972	19,500	29,750		34,000	132,676	188,193	41.84%
Insurance			178,995	178,995					178,995	178,995	0.00%
Sub-Total	1,401,765	1,409,781	325,391	336,658	19,500	29,750		34,000	1,746,656	1,810,189	
General Government											
Assessor	125,569	136,903	5,425	9,725					130,994	146,628	11.93%
Treasurer-Collector	116,792	121,143	39,490	39,360			15,000		171,282	160,503	-6.29%
Debt Service					537,003	415,697	28,000		565,003	415,697	-26.43%
Town Clerk	123,932	133,125	4,700	4,850					128,632	137,975	7.26%
Elections			16,410	29,110			46,000		62,410	29,110	-53.36%
Registrar of Voters	2,004	2,004							2,004	2,004	0.00%
Codification			2,500	2,500					2,500	2,500	0.00%
Sub-Total	368,297	393,175	68,525	85,545	537,003	415,697	89,000		1,062,825	894,417	
Community Development											
	79,854	85,929	118,425	118,425					198,279	204,354	3.06%

Town of Adams Organizational Budget Summary Fiscal 2019

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total
	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	
Inspection Services											
Building Inspector	210,184	221,973	7,000	10,475					217,184	232,448	7.03%
Conservation Commission			1,601	1,416					1,601	1,416	-11.56%
Planning Board			5,790	4,690					5,790	4,690	-19.00%
Zoning Board			4,395	3,945					4,395	3,945	-10.24%
Gas/Appliance Inspector			0	0					0	0	0.00%
Plumbing Inspector			0	500					0	500	0.00%
Weights/Measures Inspector			3,500	3,500					3,500	3,500	0.00%
Electrical Inspector			0	500					0	500	0.00%
Historical Commission			525	450					525	450	-14.29%
Agricultural Commission			550	400					550	400	-27.27%
Sub-Total	210,184	221,973	23,361	25,876					233,545	247,849	
Public Health											
Board of Health	0	0	19,660	15,085					19,660	15,085	-23.27%
Public Safety											
Police Department	1,629,512	1,685,242	83,165	91,899		42,000	40,500		1,753,177	1,819,141	3.76%
Animal Control Officer	35,127	32,800	4,365	4,365					39,492	37,165	-5.89%
Emergency Management	1,566	2,105	2,790	2,790			3,000	5,260	7,356	4,895	-33.46%
Forest Warden	1,762	2,978	5,583	6,353					7,345	14,592	98.67%
Parking Management	7,400	7,402	4,950	4,950					12,350	12,352	0.02%
Sub-Total	1,675,367	1,730,528	100,853	110,357		42,000	43,500	5,260	1,819,720	1,888,145	
Public Service											
Council on Aging	196,869	219,185	15,510	15,560			5,000		217,379	234,745	7.99%
Veterans Services	19,000	19,000	157,937	168,240					176,937	187,240	5.82%
Memorial Day Remembrances			900	1,425					900	1,425	58.33%
Library	166,976	184,162	80,185	80,485					247,161	264,647	7.07%
Sub-Total	382,845	422,347	254,532	265,710			5,000		642,377	688,057	

Town of Adams Organizational Budget Summary Fiscal 2019

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		FREE CASH Capital Outlay		Total Budget		Total Change
	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	FY2018 Approved	FY2019 Recom.	
Public Buildings											
Police Station			27,450	27,450			36,000		63,450	27,450	-56.74%
Registry of Deeds			1,000	1,050					1,000	1,050	5.00%
Town Hall			21,185	26,150			220,000		241,185	26,150	-89.16%
Public Bldgs/Prop Maint	54,140	55,561	138,540	142,800			86,000	275,000	278,680	473,361	69.86%
Community Center				400					0	400	100.00%
Adams Memorial Building			22,000	34,300					22,000	34,300	55.91%
Visitor's Center	0	0	16,900	15,850			16,500		33,400	15,850	-52.54%
Sub-Total	54,140	55,561	227,075	248,000			358,500	275,000	639,715	578,561	
Public Works											
Tree Warden/Insect Pest			16,000	16,000					16,000	16,000	0.00%
Public Works Administration	158,652	164,792	3,000	3,000					161,652	167,792	3.80%
Department of Public Works	1,285,254	1,346,345							1,285,254	1,346,345	4.75%
Highways			71,650	76,450					71,650	76,450	6.70%
Snow & Ice Control			246,000	246,000					246,000	246,000	0.00%
Flood Control			600	600					600	600	0.00%
Building/Equipment Maintenance			178,700	183,500	48,200		75,000	91,000	301,900	274,500	-9.08%
Transfer Station	11,226	11,227	54,300	59,455					65,526	70,682	7.87%
Wastewater			263,535	296,501		48,000	34,000	32,000	297,535	376,501	26.54%
Wastewater Collection			4,700	4,700					4,700	4,700	0.00%
Cem. Parks & Grounds			45,025	43,675			13,000	14,000	58,025	57,675	-0.60%
Summer Recreation Program			0	0			15,000	15,000	15,000	15,000	0.00%
Celebrations - Seasonal			2,200	1,800			4,000		6,200	1,800	-70.97%
Sub-Total	1,455,132	1,522,364	885,710	931,681	48,200	48,000	141,000	152,000	2,530,042	2,654,045	
Regional Schools											
Adams-Cheshire RSD			4,940,831	4,966,936					4,940,831	4,966,936	0.53%
NBVRSD/McCann			1,030,016	940,717					1,030,016	940,717	-8.67%
Totals	5,826,896	6,062,389	8,052,464	8,102,725	779,703	710,447	702,000	531,260	15,361,063	15,406,821	0.30%
School Assessment	0	0	5,970,847	5,907,653	0	0	0	0	5,970,847	5,907,653	-1.06%
Town Government	5,826,896	6,062,389	2,081,617	2,195,072	779,703	710,447	702,000	531,260	9,390,216	9,499,168	1.16%
% Change of Totals		4.04%		0.62%		-8.88%		-24.32%		0.30%	
% Change of School Assessments				-1.06%						-1.06%	
% Change of Town Government		4.04%		5.45%		-8.88%		-24.32%		1.16%	
DEBT EXCLUSION - Hoosac Valley High Capital Project						650,996					

Economic Development Fund

	Marketing & Engineering	Greylock Glen	S.B.A Celebration	Totals
Revenue - Fiscal Year 2016 and Fund Balance 6/30/16				\$ 43,699
Initial Appropriation - FY17	\$ 10,000.00	\$ 30,000.00		\$ (40,000)
Adams Art League	\$ (500.00)			
Adams Promotional Items	\$ (834.25)			
Bagfest	\$ (1,894.43)			
Greylock Glen - Outdoor Center		\$ (19,096.47)		
Greylock Glen - Parking project		\$ (6,012.09)		
Magicon/Magic Greylock	\$ (2,796.78)			
Movies Under the Stars	\$ (1,408.00)			
Pedal & Plod	\$ (500.00)			
Ramblefest	\$ (1,750.00)			
Total expenditures	\$ (9,683.46)	\$ (25,108.56)		
Revenue - Fiscal Year 2017				\$ 78,560
Unappropriated Fund Balance - End of Fiscal Year 6/30/17				<u>\$ 82,259</u>
FY18 Appropriation	\$ 20,000.00	\$ 40,000.00	\$ 10,000.00	\$ (70,000)
Adams restaurant guide	\$ (1,179.00)			
Ceremonial Scissors/Ribbon cutting	\$ (176.33)			
Greylock Glen - Outdoor Center		\$ (87.58)		
Mt. Greylock Ramble/Ramblefest	\$ (3,072.50)			
Movies Under the Stars	\$ (1,506.00)			
SBACCC			\$ (10,000.00)	
Total expenditures to 12/31/17	\$ (5,933.83)	\$ (87.58)	\$ (10,000.00)	
Revenue - Fiscal Year 2018 to 12/31/17				\$ 44,136
Revenue - Estimated 1/1/18 to 6/30/18				\$ 44,000
Estimated Unappropriated Fund Balance for FY19				<u>\$ 100,396</u>
Proposed FY19 Appropriation				
Town Planner - 1 position Grade 7	\$ 50,125.00			
Worker Comp/ Unemployment/Medicare	\$ 1,043.00			
Health/Life Insurance	<u>\$ 6,640.00</u>			
Total Position Request	\$ 57,808.00			
Town Marketing Request	\$ 10,000.00			
Second SBA Request			\$ 10,000.00	
Greylock Glen Request		\$ 20,000.00		
Total FY19 Request	\$ 67,808.00	\$ 20,000.00	\$ 10,000.00	\$ (97,808)
Revenue - Estimated FY19				\$ 88,000
Estimated Unappropriated Fund Balance - 6/30/19				<u>\$ 90,588</u>

Estimated Sources & Uses of Funds

	Fiscal 2017	Fiscal 2018	Proposed Fiscal 2019
General Gov Aid (Local Aid from State)	2,509,256	2,641,158	2,685,894
Estimated Local Receipts	1,268,922	1,314,700	1,407,360
Other Available Funds (see below)	65,750	49,400	67,150
Free Capital Infrastructure & Equipment	181,500	702,000	531,260
Free Cash to offset the Tax Rate	105,000	0	250,000
	4,130,428	4,707,258	4,941,664

Fund Balance Estimates available for appropriation Other Available Funds:

	Actual Balance as of 7/01/17	Estimated Additions Fiscal 2018 Interest	Appropriated Fiscal 2018 Principal	Estimated Available Balance for FY19	PROPOSED Appropriation Fiscal 2019	Estimated Remaining Balance
Stabilization	331,968	900	47,638	0	0	380,506
Council on Aging - Receipts	37,694		22,000	15,000	20,000	24,694
Cemetery Investment Fund (Sale of Lots)	215,496	1,100	10,000	125,000	0	101,596
Parking Meter Fund	49,973		9,000	12,400	17,400	29,173
Technology Fund	29,434		24,000	19,500	29,750	4,184
Quaker Meeting Trust	16,210	36		0	0	16,246
Cemetery Perpetual Care -	417,946		4,000			421,946
Interest only available for expenditure	18,031	420		2,500	0	15,951
					67,150	

Total Estimate to be used for FY2019

Proposed Free Cash Usage – Fiscal Year 2019

Free Cash – Certified for July 1, 2017 For use through June 30, 2018		\$ 1,346,136.00
Article 8 – Free Cash Capital Infrastructure & Equipment Outlay	\$ 531,260.00	
Article 10 – Free Cash to reduce the Tax Rate	\$ 250,000.00	
Article 24 – Court Judgement	\$ 56,042.00	
Total requested		\$ <u>837,302.00</u>
Balance available for appropriation through June 30, 2018		\$ <u>508,834.00</u>

Reserve Fund Transfers as of May 22, 2018

Original Reserve Account Appropriation	\$ 175,000.00	
Snow & Ice deficit	\$ 50,861.41	
Hoosac Valley Elementary School	\$ 37,000.00	
Adams Memorial Building		
Rental of heating equipment & gas	\$ 16,800.00	
Elevator repairs	\$ 9,000.00	
Harmony Street pump station	\$ 5,300.00	
Extra State elections	\$ 8,400.00	
Total transfers approved Fiscal Year 2018	\$ <u>127,361.41</u>	
Reserve account balance for transfer to the Stabilization Fund		\$ <u>47,638.59</u>

ESTIMATED TAX RATE RECAPITULATION

ACTUAL 2018

I. Tax Rate Request

A. Total Amount to be Raised	16,521,067.00
B. Total Estimated Receipts	4,973,589.00
C. Net Amount to be Raised by Taxation	<u>11,547,478.00</u>

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 12% CIP shift
Residential	80.6040%	9,307,480.67	419,067,117	22.21
Open Space	0.0000%	0.00	0	22.21
Commercial	7.6212%	880,161.42	34,489,084	25.52
Industrial	6.3766%	736,422.68	28,856,688	25.52
Personal Property	5.3982%	623,413.23	24,428,418	25.52
Total	100.0000%	11,547,478.00	506,841,307	

E. Real Property Tax	10,924,064.77
F. Personal Property Tax	623,413.23
G. Total Taxes Levied on Property	<u>11,547,478.00</u>

Budgeted Tax Rate:	\$ 21.49
Debt Exclusion	\$ 1.29
Actual Tax Rate:	\$ 22.78

Total Allowable Levy - ACTUAL	(652,882 DE)	11,637,584.00
Present Year Levy - Item C above		11,547,478.00

Excess/(Deficit) Capacity 90,106.00

II. Amounts to be Raised

A. Appropriations	5,826,834
PERSONAL SERVICES	2,081,617
OPERATING BUDGET - TOWN OF ADAMS	5,593,713
OPERATING BUDGET - ACRSD -	1,030,016
OPERATING BUDGET - NBVRSD	779,703
ANNUAL CAPITAL AND RESERVE FUND	702,000
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	265,000
OUTSIDE ARTICLES 11, 21, 22	
ESTIMATED APPROPRIATIONS	16,295,133
B. Other Local Expenditures	
Offset Receipts - Library	14,011
State Charges	42,056
Overlay Reserve (for Abatements & Exemptions)	169,867
Total to be Raised	<u><u>16,521,067</u></u>

III. Estimated Receipts

A. Gen Government State Aid	2,642,489
B. Estimated Local Receipts	1,314,700
Other Available Funds to be used:	
C. OUTSIDE ARTICLES	265,000
D. Parking Meter Fund	12,400
E. Council on Aging (Elderly Receipts) Fund	15,000
F. Perpetual Care Interest Fund	2,500
G. Technology Fund	19,500
H. F/C Capital Infrastructure & Equipment	702,000
I. Free Cash to offset the Tax Rate	0
Total Estimated Receipts	<u><u>4,973,589</u></u>

*****ESTIMATED TAX RECAP FOR FY 2019 - BASED ON SENATE BUDGET*****

I. Tax Rate Request

A. Total Amount to be Raised	15,649,122.00
B. Total Estimated Receipts	4,941,664.00
C. Net Amount to be Raised by Taxation	<u>10,707,458.00</u>
D. Classified Tax Levies and Rates	

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 12% CIP shift
Residential	82.6821%	8,630,229.12	419,067,117	20.59
Open Space	0.0000%	0.00	0	20.59
Commercial	6.8047%	816,204.87	34,489,084	23.67
Industrial	5.6934%	682,910.84	28,856,688	23.67
Personal Property	4.8197%	578,113.17	24,428,418	23.67
Total	100.0000%	10,707,458.00	506,841,307	

E. Real Property Tax	10,129,344.83
F. Personal Property Tax	578,113.17
G. Total Taxes Levied on Property	<u>10,707,458.00</u>

Total unshifted	Actual	12%Shift
budgeted Tax Rate	21.13	20.59
Debt Exclusion (Est)	1.25	1.25
Tax Rate incl DE	22.38	21.84

Total Allowable Levy - new growth (35,000)	11,294,320.00
Present Year Levy - Item I C above	10,707,458.00

Excess/(Deficit) Capacity 586,862.00

II. Amounts to be Raised

A. Appropriations	6,062,389
PERSONAL SERVICES	2,195,072
OPERATING BUDGET - TOWN OF ADAMS	4,966,936
OPERATING BUDGET - ACRSD -	940,717
OPERATING BUDGET - NBVRSD	710,447
ANNUAL CAPITAL AND RESERVE FUND	531,260
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	
ESTIMATED APPROPRIATIONS	15,423,071
B. Other Local Expenditures	
Offset Receipts - Library	14,050
State Charges	42,001
Overlay Reserve (for Abatements & Exemptions)	170,000
Total to be Raised	<u><u>15,649,122</u></u>

III. Estimated Receipts

A. Gen Government State Aid - EST	2,685,894
B. Estimated Local Receipts	1,407,360
Other Available Funds to be used:	
C. OUTSIDE ARTICLES	
D. Parking Meter Fund	17,400
E. Council on Aging (Elderly Receipts) Fund	20,000
F. Perpetual Care Interest Fund	0
G. Technology Fund	29,750
H. F/C Capital Infrastructure & Equipment	531,260
I. Free Cash to offset the Tax Rate	250,000
Total Estimated Receipts	<u><u>4,941,664</u></u>

ADDITION
TO TAX BASE

ADDITION
TO TAX RATE

ACRSD - Hoosac Valley Middle High Debt
Exclusion Override

650,996

1.25

EST SHIFTED RESIDENTIAL TAX RATE

21.84

Bring this book to Town Meeting - Monday, June 18, 2018