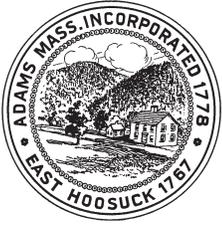




Monday, June 21, 2021  
Town of Adams  
Massachusetts





# *Town of Adams* • Massachusetts 01220

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## FINANCE COMMITTEE

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

May, 2021

### ***BUDGET SUBMISSION FOR FY 2022***

Dear Town Meeting Members:

After last year's dynamic budget season, we are pleased to be able to submit to you the Fiscal Year 2022 budget recommendations on a normal schedule. Together with the budget, this report provides the "detailed estimate in writing of the probable expenditures of the Town government . . . and an estimate of the amount of income from all sources of revenue" as required by Section 14 of the Town Charter (Ch. 31, Acts of 1983). With the Town's stable and steady management, we weathered last year's COVID induced storm well, however the unknown lingering economic impact from mitigating the public health crisis may affect the financial health of both the Commonwealth and local government in the coming months. Budget development is always based on estimated figures, especially municipal receipts. Because of the unpredictable economic effects of the health pandemic, it has been difficult to forecast the performance of certain categories of revenue, such as excise tax. Therefore, conservative receipt estimates are used in this budget to minimize this risk. For FY22, Property Tax is 71.7% of the Town's revenue, followed by State Government Local Aid at 17.2%, Local Receipts at 8.8% and other available funds at 2.4%. As of this writing, the budgeted Cherry Sheet (Local Aid) figures are holding around \$2.8 million as the State works on their FY22 budget. This is the figure used to build this budget.

On the expenditure side of the FY22 budget, discretionary spending has been level funded where possible to control costs. This budget is able to support existing Town services by continuing to fund both personal and operating costs required to meet department needs, but is not able to grow any department either in operating costs or personnel. Despite level funding discretionary spending, budget reductions are still required to control costs and offset fixed costs. In FY21, this was achieved with tactical, measured reductions throughout the budget. For FY22, rather than multiple reductions, a difficult decision was made to not fund the DPW Director position. This decision is a result of a thoughtful and careful review as to the value of the position in relation to what aspects of the position can be efficiently assumed by other departments or staff. This decision allows additional room between the proposed tax rate and the ceiling of Proposition 2½. Despite another year of possible fiscal uncertainty, the Town of Adams remains

committed to our long-term goals of providing efficient Town government and services and creating an environment for positive economic development resulting in an expanded tax base. No stabilization funds were used in developing this budget, preserving them for future use – we are working within the parameters of Proposition 2½ and allowing for excess levy capacity. With controlled expenditures and level funding most department budgets, our excess Levy Capacity is well over \$600,000 a financially healthy amount benefiting the tax payer. The Town of Adams is working within our means. Here are the highlights of the FY22 Budget:

- Financial stability remains a priority in this budget, as the Town is committed to having stable reserves. As found in previous budgets, an appropriation of \$175,000 to the Reserve Fund is included. Annually, the remaining balance of this fund is rolled into our Stabilization Fund. There is no money being taken out of the stabilization fund this year. We are proposing the balance of the FY21 Reserve Fund, \$135,000, be added for an approximate balance of \$766,576 – again, the highest balance in over ten years. This will be critical moving forward in uncertain fiscal times or as we approach our Levy Ceiling.
- With \$839,294 in Free Cash certified for use, \$250,000 is proposed to offset the tax rate. The Town is not balancing the budget with Free Cash, but rather as a strategy to reduce the burden on the taxpayer. Approximately \$420,000 is requested for equipment and infrastructure capital outlay and other smaller, expenses. This year’s capital program is smaller than last fiscal year’s, but maintains critical investment in our police vehicle fleet, Adams Free Library, DPW fleet and buildings and grounds equipment. This leaves a Free Cash balance of approximately \$420,000 to carry over.
- This budget proposal includes a 3.24% increase (versus 3.07% in FY21) in the assessment from the Hoosac Valley Regional School District and a decrease from the Northern Berkshire Regional Vocational School District of -1.53%.
- The Town of Adams experienced no increase from our health insurance supplier, the Berkshire Health Group, for Fiscal Year 2022, a fourth year in a row. Hopefully, this trend will continue, but we must be prepared for the inevitable increase. Contract negotiations with the DPW Union are on-going at the time of this writing, however both the Police Union and the Clerical Unit are in year two of their existing contracts. Effort continues to be made to treat all town staff equally in terms of compensation and cost of living increases while controlling future costs and remaining competitive for retention purposes.
- This budget increases personnel costs by 1.25% and operational costs have decreased by 0.24%. The overall budget proposal is a -0.76% decrease over Fiscal Year 2021 with a bottom line of \$16,225,113 versus \$16,348,818 in FY21.

- You will also note three Articles relating to funding the design and rehabilitation of the Wastewater Treatment Plant (WWTP). The Town’s engineering contractor has estimated \$5 million in needed upgrades and modernization. With the existing debt service for the WWTP to be retired in FY25 and to position the Town to leverage available State funds at a low interest rate and possible repayment forgiveness, these actions must be taken to ensure the WWTP is operating efficiently and able to meet stringent DEP and EPA permit limits.

In summary, we believe that this budget reflects a careful and measured balance among spending, estimated receipts and reductions while still being able to make appropriate and modest investments in infrastructure and capital needs while controlling costs. However, this may not be sustainable. Moving ahead, it will be critical to review how the Town pays for its sewer costs, bills and collects its property tax, monitor its property assessments, where to apply Federal infrastructure funds and other grant opportunities. It will also be important to review the tools it has to promote increased economic activity resulting in new tax growth. You will see that several articles are dedicated to just that – modifying the Zoning Bylaws to allow for marijuana cultivation and manufacturing in the Industrial Park (thus earning Community Impact Fees from these businesses) and a request to increase on-premise alcohol licenses for restaurants and other similar businesses, including the proposed café at the Greylock Glen Outdoor Center.

Thank you for your consideration of this proposal as well as your participation in this important process.

**Finance Committee Members:**

Chairman, Timothy Burdick

Vice Chair, John Cowie

Member Michele Butler

Member Carol Cushenette

Member Justin Duval

Member Charles Foster

Member Brian Johnson

Member Sarah Kline

Member Aimee Lynn Kupiec

Member Jay Meczywor

Member Stephanie Melito

Member Erin Mucci

Member Jason Nocher

Member Rachel Tomkowicz

(One vacant position)

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# Commonwealth of Massachusetts

## Town of Adams

Berkshire, ss.

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

Greetings:

In the name of the Commonwealth, you are hereby directed to notify and warn the Inhabitants of the Town of Adams qualified to vote in Town affairs to meet at the **Town of Adams Bowe Field, Rear Entrance, 371 Old Columbia Street, Adams, Massachusetts on Monday the 21st day of June 2021, at 6:00 P.M., then and there to act on the following articles, to wit.**

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### ANNUAL ARTICLES

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

#### **Board of Selectmen**

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

#### **Board of Assessors**

Full-Time .....73,172  
Part-Time.....300

**Treasurer/Collector ..... 73,172**

**Town Clerk ..... 73,172**

#### **Board of Health**

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

#### **Cemetery Commissioners**

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

**Moderator ..... 300**

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, 2021 through June 30, 2022, 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 “**FY2022 Recommended.**”*

	PERSONAL SERVICES		OPERATING EXPENSES	
	FY2021 Approved	FY2022 Recommended	FY2021 Approved	FY2022 Recommended
<b>EXECUTIVE</b>				
Selectmen	1,834	1,834	12,450	12,450
Town Administrator	174,197	192,176	28,100	28,100
Town Counsel	45,003	45,903		
Moderator	305	305	205	205
Town Report			2,100	2,100
<b>FINANCE &amp; TECHNOLOGY</b>				
Finance Committee	528	528	1,980	1,980
Employee/Retiree Benefits	1,439,718	1,513,195		
Accountant	143,865	124,746	38,630	39,330
Technology	6,795	6,929	154,672	133,326
Insurance			210,300	233,300
<b>GENERAL GOVERNMENT</b>				
Assessor	134,467	136,220	10,125	10,125
Treasurer-Collector	128,032	125,513	33,450	33,150
Town Clerk	139,366	143,072	4,850	4,850
Elections			34,300	20,000
Registrar of Voters	1,268	1,268		
Codification			2,500	2,500
<b>COMMUNITY DEVELOPMENT</b>				
Community Development	116,222	138,889	115,425	115,425
Conservation Commission			1,625	1,625
Planning Board			4,600	4,600
Zoning Board			3,835	3,835
Historical Commission			450	450
Agricultural Commission			400	400
<b>INSPECTION SERVICES</b>				
Inspection Services	207,306	208,645	5,745	5,745
Weights/Measures Inspector			3,500	3,500

	<b>PERSONAL SERVICES</b>		<b>OPERATING EXPENSES</b>	
	<b>FY2021 Approved</b>	<b>FY2022 Recommended</b>	<b>FY2021 Approved</b>	<b>FY2022 Recommended</b>
<b>PUBLIC HEALTH</b>				
Board of Health			11,550	11,550
<b>PUBLIC SAFETY</b>				
Police Department	1,727,364	1,756,991	107,693	107,693
Animal Control Officer	24,024	24,413	4,225	4,225
Parking Management	23,072	23,461	4,950	4,950
Emergency Management	2,111	2,111	3,775	3,775
Forest Warden	3,279	3,279	8,365	9,365
<b>PUBLIC SERVICES</b>				
Council on Aging	217,720	227,721	15,660	14,160
Veterans Services	16,600	13,000	182,055	172,055
Memorial Day Remembrances			1,450	1,450
Library	203,587	218,934	76,635	76,635
<b>PUBLIC BUILDINGS/PROPERTY MAINTENANCE</b>				
Police Station			28,450	28,450
Registry of Deeds			1,050	1,050
Town Hall			26,675	26,675
Community Center			400	400
Public Building/Property Maintenance	71,716	77,574	130,000	130,000
Adams Memorial Building			40,300	57,300
Visitor's Center			15,850	15,850
<b>PUBLIC WORKS</b>				
Tree Warden/Insect Pest			16,000	16,000
Public Works Administration	161,535	39,113	3,200	3,200
Department of Public Works	1,396,544	1,447,900		
Highways			76,450	76,450
Snow & Ice Control			246,000	246,000
Flood Control			600	600
DPW Garage/Equipment Maintenance			185,500	185,500
Transfer Station	20,500	16,360	59,455	59,455
Wastewater Treatment Plant			357,475	357,525
Wastewater Collection			4,700	4,700
Cemetery, Parks & Grounds			48,675	48,675
Celebrations - Seasonal			1,800	1,800
<b>TOTALS</b>		<b>6,490,080</b>		<b>2,322,484</b>

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

<b>DEPARTMENT</b>	<b>FUND</b>	<b>AMOUNT</b>
Parking Department	Parking Meter Fund	10,000
Council on Aging	Council on Aging Fund	23,000

## CAPITAL OMNIBUS ARTICLES

**Article 6**

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

*The Finance Committee voted to **RECOMMEND** that the Town vote to raise and appropriate, the amounts shown in the following schedule under the heading “**FY2022 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>FY2021 Approved</i>	<i>FY2022 Recommended</i>
<b>ADMINISTRATION AND FINANCE</b>		
Technology	27,500	28,000
Debt Service	626,950	603,761
<b>Total Recommendation</b>		<b>631,761</b>

### ARTICLE 6 - AVAILABLE FUNDS TO BE USED

DEPARTMENT	FUND	AMOUNT
Technology	Technology Fund	28,000

**TECHNOLOGY – TOTAL** **28,000**

*Technology* 28,000

*This request is for the Visitor Center and Library buildings technology needs. There are donated projectors that will be connected and set up for use along with new projecting screens. Also, these two building plus the Police Station need replacement UPS (battery back-ups) and new POE switches.*

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

**DEBT SERVICE – TOTAL** **603,761**

**PRINCIPAL ON MATURING DEBT**

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

*This request represents the principal of Town Hall, Police Station & Library borrowing.* 160,000

***Adams Storm Damage Bond Issue***

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

***Wastewater Treatment Plant***

*This request represents the principal of the WWTP upgrade borrowing.* 180,536

**TOTAL PRINCIPAL** 475,536

**INTEREST ON MATURING DEBT**

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

*This request represents the interest on the Town Hall/ Police Station/ Library borrowings.* 28,550

***Adams Storm Damage Bond Issue***

*This request represents the interest on the Storm Damage Bond.* 75,050

***Wastewater Treatment Plant***

*This request represents the interest on the WWTP borrowing.* 4,625

**TOTAL INTEREST** 108,225

**INTEREST – TEMPORARY LOANS**

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

*Temporary borrowing can occur for the following reasons: Anticipation of issuance of long term debt (Bond Anticipation Notes), receipt of grants (Grant Anticipation Notes), or if the Town needs money to meet its financial obligations and the tax bills have yet to be issued (Tax Anticipation Notes).*

*This request also represents fees associated with various loans.*

*This request includes the interest on the borrowings for the September 2018 storms.*

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

**Article 7      CAPITAL INFRASTRUCTURE AND EQUIPMENT OUTLAY FROM FREE CASH**

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

*The Finance Committee voted to **RECOMMEND** that the Town vote to appropriate from available funds, free cash, the amounts shown in the following schedule under the heading **“FY2022 Recommended”** for the purchase, rebuilding and/or installation of certain departmental equipment; for the contracting for certain services; for the repair, reconstruction and/or construction of buildings and/or grounds with the Town and further, **RECOMMENDED** that the Town vote to authorize the trade-in of any presently owned equipment toward the purchase price thereof, and further, **RECOMMENDED** that each item, and corresponding amount listed be considered a separate appropriation to be expended only for the purpose stated in the explanation of the request from available funds as noted:*

	<i><b>FY2022 Recommended</b></i>
<b>PUBLIC SERVICE</b>	
Library Building	10,000
<b>PUBLIC SAFETY</b>	
Cruiser Replacement	55,000
<b>PUBLIC WORKS</b>	
DPW Garage/Equipment Maintenance	10,000
Public Buildings Replacement Small Equip	3,050
Cemetery, Parks & Grounds	5,000
<b>TOTAL REQUESTED</b>	<b>83,050</b>

<b><i>PUBLIC SERVICE</i></b>	<b><i>10,000</i></b>
<b><i>Library</i></b>	
<i>This request is for multiple capital maintenance items on the building.</i>	<i>10,000</i>
<b><i>PUBLIC SAFETY</i></b>	<b><i>55,000</i></b>
<b><i>Police Department</i></b>	
<i>This request is for a cruiser replacement.</i>	<i>55,000</i>
<b><i>PUBLIC WORKS</i></b>	<b><i>15,000</i></b>
<b><i>Equipment Maintenance</i></b>	
<i>This request is for a re-fit of the John Deere Bucket Loader.</i>	<i>10,000</i>
<b><i>Public Buildings</i></b>	
<i>This request is for the purchase of small equipment.</i>	<i>10,000</i>
<b><i>Cemetery, Parks &amp; Grounds</i></b>	
<i>This request is for purchase of small mobile equipment.</i>	<i>5,000</i>

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## **REGIONAL SCHOOL ASSESSMENT ARTICLES**

**Article 8** To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary for the operating and capital assessments of the Hoosac Valley Regional School District for the fiscal period beginning July 1, 2021 through June 30, 2022, or take any other action in relation thereto.

	<i>FY2021 Approved</i>	<i>FY2022 Recommended</i>
<i>Hoosac Valley Regional SD</i>	<i>5,925,327</i>	<i>6,137,745</i>

The above assessment consists of five parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget),	\$ 3,658,276
2) Additional Operating Assessment (above Foundation),	1,319,582
3) Other Expenditures (Non-foundation Budget-Transportation),	455,990
4) Capital Assessment (Capital Budget),	36,471
5) Capital Assessment – <b>HVHS Project Debt Exclusion</b>	<u>667,426</u>
	<u>\$ 6,137,745</u>

The total Hoosac Valley Regional School District FY2022 budget is \$ 20,228,715

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Hoosac Valley Regional School District FY22 budget and to raise and appropriate \$6,137,745.*

#### **Article 9**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary for the operating and capital assessments of the Northern Berkshire Vocational Regional School District (NBVRSD) for the fiscal period beginning July 1, 2021 through June 30, 2022, or take any other action in relation thereto.

	<i>FY2021 Approved</i>	<i>FY2022 Recommended</i>
<i>No. Berkshire Vocational RSD</i>	<i>1,071,858</i>	<i>1,055,418</i>

The above assessment consists of four parts:

1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget),	\$ 843,384
2) Additional Operating Assessment (above Foundation),	151,980
3) Additional Operating Assessment (Non-Foundation-Transportation),	56,069
4) Capital Assessment (Capital Budget)	<u>3,985</u>
	<u>\$ 1,055,418</u>

The FY2022 total Northern Berkshire Vocational Regional School District budget is \$ 10,308,889

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Northern Berkshire Vocational Regional School District FY22 budget and to raise and appropriate \$1,055,418.*

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## TRANSFERS TO SPECIAL FUNDS

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

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

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

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

*The Finance Committee voted to **RECOMMEND** that the Town vote to transfer the balance of the FY21 Reserve Fund, as of June 30, 2020, to the Stabilization Fund. The present balance is \$135,000.*

This article will transfer the balance of the Reserve Fund, currently \$135,000, to the Stabilization Fund.

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

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

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

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

*The Finance Committee makes **NO RECOMMENDATION** on this article.*

At this time, there are no outstanding bills.

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## ANNUAL AUTHORIZATION ARTICLES

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

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

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

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

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

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

**Article 16** To see if the Town will vote to accept certain perpetual care funds that were received during the period January 1, 2020 through December 31, 2020 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 \$2,300 that were received during the period January 1, 2020 through December 31, 2020 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 \$2,300 deposited with the Town for the care and maintenance of cemetery lots.

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

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

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

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

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

<b>Revolving Account</b>	<b>FY2022 Expenditure Limit</b>
Bid Specification Revolving Fund	\$ 5,000
Sanitary Sewer Revolving Fund	30,000
Promotional Revolving Fund	5,000
Library Revolving Fund	7,000
Transfer Station Revolving Fund	60,000
Inspection Services Fund	25,000
Tax Title Revolving Fund	20,000
Adams Visitor Center	25,000
Adams Memorial Building	\$ 25,000

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

**Article 19    AMEND COMPENSATION PLAN**

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

<b>SALARY ADMINISTRATION PLAN - ANNUAL RATE TABLE - FISCAL YEAR 2022</b> This represents a 2% Increase over Fiscal 2021												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	22,405	22,966	23,540	24,128	24,731	25,351	25,985	26,634	27,300	27,983	28,683	29,400
2	24,422	25,033	25,659	26,300	26,957	27,632	28,324	29,031	29,757	30,502	31,264	32,046
3	26,619	27,286	27,968	28,668	29,385	30,120	30,874	31,645	32,436	33,248	34,079	34,929
4	29,015	29,742	30,485	31,248	32,029	32,831	33,653	34,493	35,355	36,240	37,146	38,072
5	31,627	32,419	33,229	34,061	34,912	35,785	36,682	37,598	38,537	39,501	40,489	41,499
6	34,474	35,337	36,220	37,127	38,053	39,006	39,984	40,982	42,005	43,056	44,133	45,235
7	37,578	38,517	39,480	40,468	41,478	42,517	43,582	44,670	45,785	46,931	48,105	49,305
8	40,960	41,983	43,033	44,110	45,210	46,343	47,504	48,690	49,906	51,155	52,433	53,743
9	44,648	45,762	46,905	48,080	49,280	50,514	51,780	53,072	54,398	55,760	57,152	58,580
10	48,667	49,880	51,127	52,408	53,714	55,060	56,440	57,849	59,293	60,779	62,296	63,852
11	53,047	54,369	55,729	57,125	58,548	60,015	61,520	63,055	64,629	66,248	67,903	69,599
12	57,822	59,263	60,745	62,266	63,817	65,417	67,057	68,730	70,446	72,211	74,014	75,864
13	63,027	64,597	66,212	67,870	69,561	71,305	73,091	74,916	76,786	78,711	80,675	82,692
14	68,700	70,410	72,171	73,978	75,822	77,723	79,670	81,658	83,697	85,794	87,936	90,134
15	74,884	76,747	78,666	80,637	82,646	84,718	86,840	89,008	91,230	93,516	95,851	98,245
16	81,624	83,653	85,745	87,894	90,083	92,342	94,655	97,019	99,441	101,932	104,477	107,088
<b>SALARY ADMINISTRATION PLAN - HOURLY RATE TABLE - FISCAL YEAR 2022</b>												
Grade	Step 1	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
1	12.26	12.57	12.88	13.21	13.54	13.88	14.22	14.58	14.94	15.32	15.70	16.09
2	13.37	13.70	14.04	14.40	14.75	15.12	15.50	15.89	16.29	16.70	17.11	17.54
3	14.57	14.94	15.31	15.69	16.08	16.49	16.90	17.32	17.75	18.20	18.65	19.12
4	15.88	16.28	16.69	17.10	17.53	17.98	18.42	18.88	19.35	19.84	20.33	20.84
5	17.31	17.74	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71
6	18.87	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.57	24.16	24.76
7	20.57	21.08	21.61	22.15	22.70	23.27	23.85	24.45	25.06	25.70	26.33	26.99
8	22.42	22.98	23.55	24.14	24.75	25.37	26.00	26.65	27.33	28.01	28.70	29.42
9	24.44	25.05	25.67	26.32	26.97	27.65	28.34	29.05	29.77	30.52	31.28	32.06
10	26.64	27.30	27.98	28.69	29.40	30.14	30.89	31.66	32.45	33.27	34.10	34.95
11	29.04	29.76	30.50	31.27	32.05	32.85	33.67	34.51	35.37	36.26	37.17	38.09
12	31.65	32.44	33.25	34.08	34.93	35.81	36.70	37.62	38.56	39.52	40.51	41.52
13	34.50	35.36	36.24	37.15	38.07	39.03	40.01	41.00	42.03	43.08	44.16	45.26
14	37.60	38.54	39.50	40.49	41.50	42.54	43.61	44.70	45.81	46.96	48.13	49.33
15	40.99	42.01	43.06	44.14	45.24	46.37	47.53	48.72	49.93	51.19	52.46	53.77
16	44.68	45.79	46.93	48.11	49.31	50.54	51.81	53.10	54.43	55.79	57.19	58.61

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

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## BY-LAW AMENDMENTS

**Article 20** To see if the Town will vote to amend Section 125-35, “Licensed Marijuana Establishments,” of the Adams Zoning Bylaws, Paragraph C (2), to read as follows, or take any other action in relation thereto.

**1. Change Paragraph C (2), “Designated Locations for Marijuana Establishments” to read:**

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

**2. Change Section 125-50, Attachment 1, “Business Uses” and “Accessory Uses” by adding to Footnote 9 of the Use Regulation Schedule as follows:**

Business Uses	R-1	R-2	R-3	R-4	B-1	B-2	B-3	IP	I	OS	SPR
Licensed Marijuana Establishments <sup>8,9</sup>	NO	NO	NO	NO	NO	SP	NO	SP	YES	NO	YES

**Notes:**

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

The proposed changes to the Town’s Zoning Bylaws will expand the types of marijuana establishments allowed in the Industrial Park (IP) Zoning District by Special Permit. The Planning Board has recommended approval of the bylaw amendments to expand the locations for certain marijuana businesses while still providing careful review of any potential impacts to surrounding properties.

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

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## MISCELLANEOUS ARTICLES

**Article 21** ***HOOSAC VALLEY REGIONAL SCHOOL DISTRICT***

To see if the Town of Adams will vote to appropriate \$17,879 from Free Cash to fund one-third of an appropriation deficit to the Hoosac Valley Regional School District, or take any other action relative thereto.

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

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

**Article 22** ***COURT JUDGEMENT***

To see if the Town of Adams will vote to appropriate \$86,391.80 from Free Cash to fund a court judgement that was mandated to be paid to Arrowwood Indemnity Insurance Company by the Commonwealth of Massachusetts Appeals Court, or take any other action relative thereto.

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

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## SPECIAL ARTICLES

### Article 23 **ECONOMIC DEVELOPMENT FUND**

To see if the Town will vote to appropriate from the Economic Development Fund, a sum of money to be used for Fiscal Year 2022 expenses: \$45,000 for an Economic/Community Development Consultant, \$34,000 for retention of Community Development staff and \$10,000 for marketing, downtown infrastructure, engineering or other studies related to economic development, or take any other action in relation thereto.

The Town is asking for \$89,000 to be spent with the approval of the Town Administrator for Fiscal 2022.

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

### Article 24

To see if the Town of Adams will vote to 1) ratify and approve a payment in lieu of tax agreement, executed as of January 19, 2021, by and among the Town, Adams Grove Street Solar, LLC (“Project Owner”), and John D. Duquette, Jr. (“Property Owner”), pursuant to M.G.L. Chapter 59, Section 38H(b), requiring annual payments in lieu of real and personal property taxes over a 20-year period in connection with an approximately 5.6056 MW (DC) solar facility to be constructed and operated by Project Owner on an approximately 15.61+/- acre parcel of leased land owned by Property Owner and located at 101 Grove Street, Adams, MA, and 2) authorize the Board of Selectmen to cause the Town to enter into any amendment of such agreement as the Board of Selectmen may deem necessary or advisable, or take any action in relation thereto.

This article would ratify and approve the PILOT (payment in lieu of taxes) agreement with Adams Grove Street Solar, LLC, which was reviewed by Town Counsel and approved by the Board of Selectmen earlier this year, and authorize the Selectmen to amend the agreement if they deem necessary. The Adams Grove Solar Project has obtained all Town permits and is currently under construction.

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

### Article 25

To see if the Town will vote to temporarily re-appropriate \$310,000 of the unused portion of the \$2.5 million-dollar 2018 Storm Damage funds for the purpose of engineering on the Wastewater Treatment Plant in order to retain the Town’s position with the State Revolving Fund (SRF). The American Rescue Plan Act funds will be utilized to replenish the Storm Damage funds, or take any action in relation thereto.

This article would authorize the Town to borrow temporarily from unused funds of the 2018 Storm Damage bond funds (about \$500,000 of the bond is currently reserved to “match” a pending \$1.7 million FEMA grant to reconstruct the collapsed culvert on Jordan Street) and use up to \$310,000 to immediately begin the engineering design of critical improvements to the Town’s Wastewater Treatment Plant. This will allow the Town to meet the October 15, 2021 application deadline for the 2021 State Revolving Fund (SRF). Securing our position on the 2021 SRF will guarantee the especially favorable terms (low interest rate, extended loan payout, and a portion of the principle forgiven upfront – see below) for critically important capital improvements to the Town’s Wastewater Treatment Plant that are focused on compliance and operations safety.

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

**Article 26** To see if the Town will vote to raise and appropriate, borrow or transfer a sum of money to be used to complete capital improvements to the Adams Wastewater Treatment Plant.

This article would authorize the Town to borrow the necessary funding to complete capital improvements to the Adams Wastewater Treatment Plant for an anticipated project cost of \$5,049,500. The Town is listed on the Final 2021 Intended Use Plan for the Clean Water State Revolving Fund. To retain its position on the 2021 SRF, the Town must demonstrate commitment to the project and provide bond authorization no later than June 30, 2021, in advance of the formal loan application to DEP this October. If the loan is approved, it could provide a term as long as thirty (30) years and a low interest rate at or below 2%, with some 9.9% of the overall loan amount forgiven (final loan amount to be forgiven is determined by the number of municipalities applying to the SRF, community need, and other factors; the above was recommended by DEP preliminarily). The Town's annual debt service for the resulting loan is expected to begin in summer of 2023 – however, the Town would hope to structure bond payments so that payment on the new loan would begin at the time the current plant debt is retired. The Town and Tighe & Bond are also pursuing available grant funding that, if successful, would further reduce the necessary debt service for this project.

*In accordance with MGL Chapter 44 Section 7, approval of this article requires a 2/3 vote at Town Meeting.*

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

**Article 27** To 1) see if the Town will vote to appropriate the sum of \$100,000 (total project cost) and costs related thereto for the purpose of developing an Asset Management Plan for the Town's Wastewater and Stormwater systems; \$60,000 (grant amount) will be appropriated, transferred from existing Town Funds, provided the Town first obtains a grant reimbursement commitment in the same amount; the remaining \$40,000 in match will be from a combination of in-kind services valued in the amount of \$28,000 and existing Community Development funds in the amount of \$12,000; and 2) authorize the Board of Selectmen to file on behalf of the Town of Adams any and all applications deemed necessary for grants and/or reimbursement from the Commonwealth of Massachusetts deemed necessary under the MassDEP Division of Municipal Services and/or any other in any way connected with the scope of this Article, and to enter into all agreements and execute any and all instruments as may be necessary or convenient to the effectuate the foregoing project, or take any other action in relation thereto.

The purpose of the project is to develop an Asset Management Plan for the Town's Wastewater and Stormwater systems to improve operations and maintenance activities associated with these assets and to realize more favorable terms for Town participation in state grant/loan programs. The transfer of Town Funds will be rescinded upon receipt of grant funds in the amount of \$60,000 from the Clean Water Trust and approval of in-kind services valued at \$28,000. The Town will be contributing \$12,000 in cash towards the Asset Management Plan, from existing Community Development funds.

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

**VOTE A HOME RULE PETITION FOR AN INCREASE  
IN THE NUMBER OF ALCOHOL LICENSES**

**Article 28** To see if the Town will vote to present to the General Court a Home Rule Petition to read substantially as set forth below and to request its representatives in the General Court to introduce legislation seeking a special act to read substantially as set forth below to increase the number of licenses to sell all alcoholic beverages, or to sell wine and malt beverages only, to be drunk on the premises pursuant to M.G.L. c.138, Section 12 that may be granted in the Town and to authorize the General Court with the approval of the Board of Selectmen to make constructive changes in perfecting the language of the proposed legislation in order to secure passage, or to take any other action related thereto.

**AN ACT AUTHORIZING THE TOWN OF ADAMS TO GRANT ADDITIONAL LICENSES FOR  
THE SALE OF ALL ALCOHOLIC BEVERAGES AND FOR THE SALE OF WINE AND MALT  
BEVERAGES ONLY TO BE DRUNK ON THE PREMISES**

**SECTION 1.**

- (a) Notwithstanding Sections 12 and 17 of Chapter 138 of the General Laws or any other general or special law to the contrary, the Board of Selectmen of the Town of Adams may grant a total of up to six (6) additional licenses for the sale of all alcoholic beverages, or the sale of wine and malt beverages only, all to be drunk on the premises pursuant to M.G.L. c.138, Section 12, subject to the conditions set forth in this act.
- (b) The additional licenses authorized in this act shall be subject to the provisions of M.G.L. c.138, Section 12 concerning fees for original issuance of licenses and renewal of licenses.
- (c) Prior to the granting of a license pursuant to this act, the Board of Selectmen shall determine whether an applicant or licensee meets the criteria set forth in this act and consistent with any rules and regulations governing the granting of alcoholic beverages licenses promulgated by the Board of Selectmen and all other applicable laws.
- (d) If a license granted under this act is cancelled, revoked or no longer in use, such license shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the Board of Selectmen. The Board of Selectmen may then grant that license to a new applicant who meets the criteria set forth in this act.
- (e) Notwithstanding any law to the contrary, any alcohol license in the Town of Adams whether pursuant to this act or otherwise, that is not in active use and is not being used to serve the public for a period of time of six months measured from the date the licensee stops serving the public, (and not measured from the time of notice from the Board of Selectmen) shall be considered cancelable and revocable at the six month mark by action of the Board of Selectmen after a hearing all in furtherance of the implementation of Section 77 of Chapter 138 of the General Laws.

**SECTION 2.** This act shall take effect upon its passage.

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

**Article 29** To transact any other business that may legally come before said 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>
Hoosac Valley Regional School District.....	743-2939
Adams Fire & Water District	
Water Department .....	743-0179
Fire Department .....	743-1929
Adams Housing Authority .....	743-5924
Adams Retirement System .....	743-5575
Berkshire County Regional Planning Commission .....	442-1521
Berkshire County Regional Transit Authority .....	499-2782
Northern Berkshire County District Court.....	663-5339
Northern Berkshire County Registry of Deeds.....	743-0035
Northern Berkshire Solid Waste Management District.....	743-8208
Northern Berkshire Vocational Regional School District.....	663-5383

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

# GLOSSARY

## GUIDE FOR REPRESENTATIVE TOWN MEETING MEMBERS

by Stuart DeBard, Esq.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**General Laws** - State Statutes. Usually of broad effect.

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

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

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

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

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

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

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

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

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

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

**Proposition 2 1/2** - Statute limiting tax levies.

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

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

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

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

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

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

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

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

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

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

# Town of Adams - Organizational Budget Summary - Fiscal 2022

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		Capital Infrastructure & Equipment		FREE CASH Capital Outlay		Total Budget		Total Percent Change	
	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved		FY2022 Recom.
<b>Executive</b>														
Selectmen	1,834	1,834	12,450	12,450								14,284	14,284	0.00%
Town Administrator	174,197	192,176	28,100	28,100					20,000			222,297	220,276	-0.91%
Town Counsel	45,003	45,903										45,003	45,903	2.00%
Moderator	305	305	205	205								510	510	0.00%
Town Report			2,100	2,100								2,100	2,100	0.00%
<b>Sub-Total</b>	<b>221,339</b>	<b>240,218</b>	<b>42,855</b>	<b>42,855</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>284,194</b>	<b>283,073</b>	
<b>Finance &amp; Technology</b>														
Finance Committee	528	528	1,980	1,980								2,508	2,508	0.00%
Reserve Fund * Outside Art.					175,000	175,000						175,000	175,000	0.00%
Employee/Retiree Benefits	1,439,718	1,513,195										1,439,718	1,513,195	5.10%
Accountant	143,865	124,746	38,630	39,330								182,495	164,076	-10.09%
Technology	6,795	6,929	154,672	133,326	27,500	28,000						188,967	168,255	-10.96%
Insurance			210,300	233,300								210,300	233,300	10.94%
<b>Sub-Total</b>	<b>1,590,906</b>	<b>1,645,398</b>	<b>405,582</b>	<b>407,936</b>	<b>202,500</b>	<b>203,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,021,480</b>	<b>2,078,826</b>	
<b>General Government</b>														
Assessor	134,467	136,220	10,125	10,125					5,000			149,592	146,345	-2.04%
Treasurer-Collector	128,032	125,513	33,450	33,150								161,482	158,663	-1.75%
Debt Service					626,940	603,761						626,940	603,761	-3.70%
Town Clerk	139,366	143,072	4,850	4,850								144,216	147,922	2.57%
Elections			34,300	20,000								34,300	20,000	-41.69%
Registrar of Voters	1,268	1,268										1,268	1,268	0.00%
Codification			2,500	2,500								2,500	2,500	0.00%
<b>Sub-Total</b>	<b>403,133</b>	<b>406,073</b>	<b>85,225</b>	<b>70,625</b>	<b>626,940</b>	<b>603,761</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>1,120,298</b>	<b>1,080,459</b>	
<b>Community Development</b>														
Conservation Commission	116,222	138,889	115,425	115,425								231,647	254,314	9.79%
Planning Board			1,625	1,625								1,625	1,625	0.00%
Zoning Board			4,600	4,600								4,600	4,600	0.00%
Historical Commission			3,835	3,835								3,835	3,835	0.00%
Agricultural Commission			450	450								450	450	0.00%
<b>Sub-Total</b>	<b>116,222</b>	<b>138,889</b>	<b>126,335</b>	<b>126,335</b>								<b>242,557</b>	<b>265,224</b>	

## Town of Adams - Organizational Budget Summary - Fiscal 2022 (continued)

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		Capital Infrastructure & Equipment		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.		
<b>Inspection Services</b>													
Inspection Services	207,306	208,645	5,745	5,745						213,051	214,390		0.63%
Weights/Measures Inspector			3,500	3,500						3,500	3,500		0.00%
<b>Sub-Total</b>	<b>207,306</b>	<b>208,645</b>	<b>9,245</b>	<b>9,245</b>						<b>216,551</b>	<b>217,890</b>		
<b>Public Health</b>													
Board of Health	0	0	11,550	11,550						11,550	11,550		0.00%
<b>Public Safety</b>													
Police Department	1,727,364	1,756,991	107,693	107,693					55,000	1,835,057	1,919,684		4.61%
Animal Control Officer	24,024	24,413	4,225	4,225						28,249	28,638		1.38%
Parking Management	23,072	23,461	4,950	4,950						28,022	28,411		1.39%
Emergency Management	2,111	2,111	3,775	3,775						5,886	5,886		0.00%
Forest Warden	3,279	3,279	8,365	9,365						11,644	12,644		22.31%
<b>Sub-Total</b>	<b>1,779,850</b>	<b>1,810,255</b>	<b>129,008</b>	<b>130,008</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>1,908,858</b>	<b>1,995,263</b>		
<b>Public Service</b>													
Council on Aging	217,720	227,721	15,660	14,160						233,380	241,881		3.64%
Veterans Services	16,600	13,000	182,055	172,055						198,655	185,055		-6.85%
Memorial Day Remembrances			1,450	1,450						1,450	1,450		0.00%
Library	203,587	218,934	76,635	76,635					13,350	293,572	305,569		4.09%
<b>Sub-Total</b>	<b>437,907</b>	<b>459,655</b>	<b>275,800</b>	<b>264,300</b>	<b>0</b>	<b>0</b>			<b>13,350</b>	<b>727,057</b>	<b>733,955</b>		
<b>Public Buildings</b>													
Police Station			28,450	28,450						28,450	28,450		0.00%
Registry of Deeds			1,050	1,050						1,050	1,050		0.00%
Town Hall			26,675	26,675						26,675	26,675		0.00%
Community Center			400	400						400	400		100.00%
Public Bldgs/Prop Maint	71,716	77,574	130,000	130,000				0	3,050	201,716	210,624		0.83%
Adams Memorial Building			40,300	57,300						40,300	57,300		42.18%
Visitor's Center	0	0	15,850	15,850						15,850	15,850		0.00%
<b>Sub-Total</b>	<b>71,716</b>	<b>77,574</b>	<b>242,725</b>	<b>259,725</b>			<b>0</b>	<b>0</b>	<b>3,050</b>	<b>314,441</b>	<b>340,349</b>		

## Town of Adams - Organizational Budget Summary - Fiscal 2022 (continued)

Organization Name	Personal Services		Operating Expenses		BUDGETED Capital Outlay		Capital Infrastructure & Equipment		FREE CASH Capital Outlay		Total Budget		Total Percent Change
	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	FY2021 Approved	FY2022 Recom.	
<b>Public Works</b>													
Tree Warden/Insect Pest			16,000	16,000							16,000	16,000	0.00%
Public Works Administration	161,535	39,113	3,200	3,200							164,735	42,313	-74.31%
Department of Public Works	1,396,544	1,447,900									1,396,544	1,447,900	3.68%
Highways			76,450	76,450					217,000		293,450	76,450	-73.95%
Snow & Ice Control			246,000	246,000							246,000	246,000	0.00%
Flood Control			600	600							600	600	0.00%
DPW Garage/Equipment Maintenance			185,500	185,500							213,500	195,500	-8.43%
Transfer Station	20,500	16,360	59,455	59,455					47,600		127,555	75,815	-40.56%
Wastewater Treatment Plant			357,475	357,525					75,000		432,475	357,525	0.11%
Wastewater Collection			4,700	4,700							4,700	4,700	0.00%
Cem, Parks & Grounds			48,675	48,675					8,000		56,675	53,675	-5.29%
Summer Recreation Program											0	0	0.00%
Celebrations - Seasonal			1,800	1,800							1,800	1,800	0.00%
<b>Sub-Total</b>	<b>1,578,579</b>	<b>1,503,373</b>	<b>999,855</b>	<b>999,905</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375,600</b>	<b>15,000</b>	<b>2,954,034</b>	<b>2,518,278</b>	<b>-14.75%</b>
<b>Regional Schools</b>													
Hoosac Valley RSD			5,298,432	5,470,320							5,298,432	5,470,320	3.24%
NBVRSD/McCann			1,071,858	1,055,418							1,071,858	1,055,418	-1.53%
<b>Totals</b>	<b>6,406,958</b>	<b>6,490,080</b>	<b>8,698,470</b>	<b>8,848,222</b>	<b>829,440</b>	<b>806,761</b>	<b>0</b>	<b>0</b>	<b>413,950</b>	<b>83,050</b>	<b>16,348,818</b>	<b>16,228,113</b>	<b>-0.74%</b>
School Assessment	0	0	6,370,290	6,525,738	0	0	0	0	0	0	6,370,290	6,525,738	2.44%
Town Government	6,406,958	6,490,080	2,328,180	2,322,484	829,440	806,761	0	0	413,950	83,050	9,978,528	9,702,375	-2.77%
% Change of Totals		1.30%		1.72%		-2.73%				-79.94%		-0.74%	
% Change of School Assessments				2.44%								2.44%	
% Change of Town Government		1.30%		-0.24%		-2.73%				-79.94%		-2.77%	

**DEBT EXCLUSION - Hoosac Valley High Capital Project** **667,426**

# ECONOMIC DEVELOPMENT FUND

	Marketing & Engineering	Greylock Glen	Comm Develop Consultant	Town Common Rehab	Totals
<b>Fund Balance - 6/30/20</b>					<b>\$ 138,599.91</b>
FY20 Appropriation Carryforward	\$ 8,686.71	\$ 29,041.81	\$ -	\$ 25,000.00	
FY21 Appropriation	14,611.00		45,000.00		
Senior Planner	(1,369.00)				
Community Development Consultant			(22,875.00)		
Wm. J Keller & Sons (Town Common)				(12,402.44)	
Greylock Glen - Architects, etc.		(9,994.50)			
BRPC - G Glen Consultant		(467.50)			
Total Expenditures FY21 (to date)	-	(10,462.00)	(22,875.00)		(33,337.00)
FY21 Appropriation Carryforward	21,928.71	18,579.81	22,125.00	(12,402.44)	
Revenue - Actual Fiscal Year 2021 - thru 3/31/2021					56,134.15
<b>Fund Balance - to 3/31/2021</b>					<b>\$ 161,397.06</b>

## FY22 PROPOSED REQUEST - ARTICLE 25

Contracted Community	
Development Consultant	\$ 45,000.00
Grants Manager - to retain	
until CDBG grants open	34,000.00
Town Marketing & Engineering	10,000.00
<b>Total FY22 Request</b>	<b>\$ 89,000.00</b>

# ESTIMATED SOURCES & USES OF FUNDS

	Fiscal 2020	Fiscal 2021	Proposed Fiscal 2022
General Gov Aid (Local Aid from State)	2,758,035	2,765,320	2,844,638
Estimated Local Receipts	1,407,360	1,445,367	1,440,686
Other Available Funds (see below)	42,400	349,288	61,000
Free Capital Infrastructure & Equipment	366,850	413,950	83,050
Free Cash to offset the Tax Rate	250,000	250,000	250,000
	<b>4,824,645</b>	<b>5,223,925</b>	<b>4,679,374</b>

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

	Actual Balance as of 7/01/20	Estimated Additions Fiscal 2021 Interest Principal	Appropriated Fiscal 2021	Estimated Available Balance for FY22	PROPOSED Appropriation Fiscal 2022	Estimated Remaining Balance
Stabilization	463,076	6,685	165,000	0	0	634,761
Council on Aging - Elderly Receipts	49,328	9,500	25,000	33,828	23,000	10,828
Cemetery Investment Fund (Sale of Lots)	166,605	1,450	37,879	135,176	0	135,176
Parking Meter Fund	48,430	1,800	10,000	40,230	10,000	30,230
Technology Fund	48,457	26,800	27,500	47,757	28,000	19,757
Quaker Meeting Trust	16,659	144	6,500	10,303	0	10,303
Cemetery Perpetual Care -	432,146	1,500	0	0	0	433,646
Interest only available for expenditure	26,422	3,900	0	30,322	0	30,322
					<b>61,000</b>	

### Total Estimate to be used for FY2022

## Proposed Free Cash Usage - Fiscal Year 2022

Free Cash - Certified for July 1, 2020	
For use through June 30, 2021	1,140,681
Article 7 - Free Cash Capital Infrastructure & Equipment Outlay	83,050
Article 10 - Free Cash to offset the Tax Rate	250,000
Article 21 - Hoosac Valley Regional School District	17,879
Article 22 - Court Judgement	86,392
Total to be used for Fiscal Year 2022	437,321
<b>Balance Available for appropriation through June 30, 2021</b>	<b>703,360</b>

## Proposed Free Cash Usage - Fiscal Year 2022

Free Cash - Certified for July 1, 2020 For use through June 30, 2021		\$ 1,140,681
Article 7 - Free Cash Capital Infrastructure & Equipment Outlay	\$ 83,050	
Article 10 - Free Cash to offset the Tax Rate	\$ 250,000	
Article 21 - Hoosac Valley Regional School District	\$ 17,879	
Article 22 - Court Judgement	\$ 86,392	
Total to be used for Fiscal Year 2022		\$ <u>437,321</u>
<b>Balance Available for appropriation through June 30, 2021</b>		<b><u><u>\$ 703,360</u></u></b>

### Reserve Fund Transfers as of June 30, 2021

Original Reserve Account Appropriation		\$ 175,000
Transfer for Registry of Deeds	\$ 40,000	
Totals Transfer approved for Fiscal Year 2021	\$ 40,000	
<b>Reserve account balance for transfer to the Stabilization Fund as of June 30, 2021</b>		<b><u><u>\$ 135,000</u></u></b>

# ESTIMATED TAX RATE RECAPITULATION

## ACTUAL 2021 TAX RECAP

### I. Tax Rate Request

A. Total Amount to be Raised	17,467,786.00
B. Total Estimated Receipts	5,223,925.00
C. Net Amount to be Raised by Taxation	12,243,861.00
D. Classified Tax Levies and Rates	

### II. Amounts to be Raised

A. Appropriations	6,406,958
PERSONAL SERVICES	2,328,180
OPERATING BUDGET - TOWN OF ADAMS	5,925,327
OPERATING BUDGET - HVRSD -	1,071,858
OPERATING BUDGET - NBVRSD	829,440
ANNUAL CAPITAL AND RESERVE FUND	413,950
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	266,788
Outside Articles	17,258,751
ESTIMATED APPROPRIATIONS	
B. Other Local Expenditures	
Offset Receipts - Library	14,829
State Charges	44,279
Overlay Reserve (for Abatements & Exemptions)	149,927
<b>Total to be Raised</b>	<b>17,467,786</b>

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 15% CIP shift
Residential	82.2107%	9,739,003.20	430,535,966	22.62
Open Space	0.0000%	0.00	0	22.62
Commercial	6.9189%	974,232.54	36,234,334	26.89
Industrial	5.5248%	777,926.98	28,933,201	26.89
Personal Property	5.3456%	752,698.28	27,994,878	26.89
<b>Total</b>	<b>100.0000%</b>	<b>12,243,861.00</b>	<b>523,698,379</b>	

E. Real Property Tax	11,491,162.72
F. Personal Property Tax	752,698.28
G. Total Taxes Levied on Property	12,243,861.00

Total unshifted	Actual	15%Shift	22.62
<b>budgeted Tax Rate</b>	<b>23.38</b>		
Debt Exclusion (Est)			
Tax Rate incl DE	23.38		<b>22.62</b>

Total Allowable Levy -	12,706,665.00
Present Year Levy - Item I C above	12,243,861.00

### III. Estimated Receipts

A. Gen Government State Aid - EST	2,765,320
B. Estimated Local Receipts	1,445,367
<b>Other Available Funds to be used:</b>	
C. OUTSIDE ARTICLES	266,788
D. Parking Meter Fund	10,000
E. Council on Aging (Elderly Receipts) Fund	25,000
F. Perpetual Care Interest Fund	0
G. Technology Fund	27,500
H. F/C Capital Infrastructure & Equipment	413,950
I. Cannabis Fund to offset police salaries	20,000
J. Free Cash to offset the Tax Rate	250,000

**Excess/(Deficit) Capacity** **462,804.00**

**Total Estimated Receipts** **5,223,925**

## \*\*\*\*\*ESTIMATED TAX RECAP FOR FY 2022 - BASED ON GOVERNOR'S BUDGET\*\*\*\*\*

### I. Tax Rate Request

A. Total Amount to be Raised	16,461,374.00
B. Total Estimated Receipts	4,679,374.00
C. Net Amount to be Raised by Taxation	11,782,000.00
D. Classified Tax Levies and Rates	

### II. Amounts to be Raised

A. Appropriations	6,490,080
PERSONAL SERVICES	2,322,484
OPERATING BUDGET - TOWN OF ADAMS	5,470,320
OPERATING BUDGET - HVRSD -	1,055,418
OPERATING BUDGET - NBVRSD	806,761
ANNUAL CAPITAL AND RESERVE FUND	83,050
CAPITAL INFRASTR. & EQUIP - FREE CASH	16,250
COURT JUDGEMENT	16,244,363
Outside Articles	
ESTIMATED APPROPRIATIONS	
B. Other Local Expenditures	
Offset Receipts - Library	20,550
State Charges	46,461
Overlay Reserve (for Abatements & Exemptions)	150,000
<b>Total to be Raised</b>	<b>16,461,374</b>

Class	Levy Percent	Levy by Class	Valuation	Tax Rate at 15% CIP shift
Residential	82.2107%	9,371,422.56	430,535,966	21.77
Open Space	0.0000%	0.00	0	21.77
Commercial	6.9189%	937,563.39	36,234,334	25.88
Industrial	5.5248%	748,646.58	28,933,201	25.88
Personal Property	5.3456%	724,367.47	27,994,878	25.88
<b>Total</b>	<b>100.0000%</b>	<b>11,782,000.00</b>	<b>523,698,379</b>	

E. Real Property Tax	11,057,632.53
F. Personal Property Tax	724,367.47
G. Total Taxes Levied on Property	11,782,000.00

Total unshifted	Actual	15%Shift	21.77
<b>budgeted Tax Rate</b>	<b>22.50</b>		
Debt Exclusion (Est)			
Tax Rate incl DE	22.50		<b>21.77</b>

\$25K NEW GROWTH	
Total Allowable Levy - (Inc's Override \$620,000)	12,406,764.00
Present Year Levy - Item I C above	11,782,000.00

### III. Estimated Receipts

A. Gen Government State Aid - EST	2,844,638
B. Estimated Local Receipts	1,440,686
<b>Other Available Funds to be used:</b>	
C. OUTSIDE ARTICLES	0
D. Parking Meter Fund	10,000
E. Council on Aging (Elderly Receipts) Fund	23,000
F. Perpetual Care Interest Fund	0
G. Technology Fund	28,000
H. F/C Capital Infrastructure & Equipment	83,050
I. Free Cash to offset the Tax Rate	250,000

**Excess/(Deficit) Capacity** **624,764.00**

**Total Estimated Receipts** **4,679,374**

ADDITION TO TAX BASE                      ADDITION TO TAX RATE

<b>HVRSD - Hoosac Valley Middle High Debt Exclusion Override</b>	<b>667,426</b>	<b>1.23</b>	<b>EST SHIFTED RESIDENTIAL TAX RATE</b>	<b>23.00</b>
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**Bring this book to Town Meeting - Mon., June 21, 2021**