



FINANCE COMMITTEE

TOWN HALL BUILDING  
8 PARK STREET

FINANCE COMMITTEE MINUTES, 05/22/18, 6:00 p.m.  
ADAMS TOWN HALL, 1<sup>ST</sup> FL. BOARD OF SELECTMEN MEETING ROOM

**CALL TO ORDER:** The meeting was called to order by Chairman Burdick at 6:00 p.m. Members Kleiner, Parrott, Johnson, Demastrie, Foster, Lefebvre, Tomkowicz, and Cowie were present as well Town Accountant Beverly, Interim Town Administrator Cesan, and Board of Selectmen Chair Duval.

**APPROVAL OF MINUTES:** The Meeting Minutes for April 3, 2018, April 10, 2018, April 12, 2018 and April 17, 2018 were submitted for approval. *Motion made by Member Johnson to remove from the Table the Approval of Minutes for April 3, 2018, second by Member Cowie. Vote: Unanimous. Motion made by member Cowie to approve the minutes for April 3, 2018, second by Member Tomkowicz. Abstention by Member Kleiner. Voted in favor were Members Parrott, Johnson, Demastrie, Foster, Lefebvre, Tomkowicz, and Cowie. Motion carried. Motion Made by Member Lefebvre to approve the meeting minutes for April 10, 2018, second by Member Cowie. Vote: Unanimous. Motion made by Member Johnson to approve the minutes for April 12, 2018, second by Member Cowie. Abstention by Member Demastrie. Voted in favor were Members Kleiner, Parrott, Johnson, Foster, Lefebvre, Tomkowicz, and Cowie. Motion carried. Motion made by Member Lefebvre to approve the minutes for April 17, 2018, second by Member Cowie. Vote: Unanimous.*

**NEW BUSINESS**

**Town Meeting Warrant Review:**

Chairman Burdick read all articles aloud and requested Members hold any they wished to discuss further. Articles held for discussion were *Article 5, Article 6, Article 11, Article 12 and Article 23*. It was noted that there was a typographical error on Article 25 that needed to be corrected. *Motion made by Member Johnson to approve all articles not held, second by Member Lefebvre. Vote: Unanimous.*

**Article 5**

Member Lefebvre expressed concern about the Animal Control Officer position and advised if it is not an on-call position the ACO should be working at the station for all the hours being paid. Board of Selectmen Chair Duval advised that the Board will work with the Police Chief to generate a job description regarding the expectations of that position. It was noted that there used to be two part-time positions and the second position has not been filled. Dead animals in the roadway and a bear and two cubs were noted as having to be handled by other parties. It was explained that the ACO is doing a good job at the Greylock Glen with people walking their dogs. A suggestion was made to have the ACO handle the parking meters or to be an on-call position. *Motion made by Member Johnson to approve Article 5, second by Member Tomkowicz. Abstention by Member Lefebvre. Voted in favor were Members Kleiner, Parrott, Johnson, Demastrie, Foster, Tomkowicz, and Cowie. Motion carried.*

## Article 6

*Member Cowie* advised that the former Town Administrator and the one prior had a starting salary at the budget line amount and this year is different. He expressed concern at committing to \$95,000. He advised if someone with thirty years' experience wanted to come to a small town to retire this would be reasonable. He recommended starting at one salary and the next year it could be revisited. *Board of Selectmen Chair Duval* advised that the Town Administrator Screening Committee was unable to bring forward three qualified candidates for the position. The Board of Selectmen Personnel Sub-Committee will create a process to go forward. It was noted that there are a lot of variables and salary is one of them. The Board of Selectmen decided to leave the \$95,000 salary in the warrant. Clarification was made about the voting of two salaries in the budget, both the Town Administrator and the Administrative Assistant. It was explained that if the warrant as written does not pass Town Meeting, nobody in the Town Administrator's office will be paid. A request was made for the Board of Selectmen to explain the necessity for the particular budget requested. ***Motion made by Member Johnson to NOT RECOMMEND the approval of Article 6, second by Member Cowie. Voted in favor were Members Kleiner, Foster, Cowie, Parrott, Johnson, and Lefebvre. Voted in opposition were Members Tomkowicz, and Demastrie. Motion passed.***

## Article 11

*Member Cowie* expressed a desire to avoid using Free Cash. Board of Selectmen Chair Duval advised the tax rate continues to climb and if the Town did not use Free Cash it would be much closer to the levy limit. It was noted that the Tax Collector/Treasurer is making headway on collecting delinquent real estate taxes and she will provide a report to be given to the Finance Committee. New construction in Adams was outlined as being some new housing, the Tri-Petroleum Mart, and potentially a Cumberland Farms. ***Motion made by Member Johnson to approve Article 11 as written, second by Member Lefebvre. Voted in favor were Members Kleiner, Foster, Tomkowicz, Demastrie, Parrott, Johnson, and Lefebvre. Voted in opposition was Member Cowie. Motion passed.***

## Article 12

*Chairman Burdick* noted that *Article 12* was written under the assumption that the Finance Committee would be approving the Reserve Fund Transfer on the agenda. If it is not approved the wording will be reworked. The remaining funds in the Reserve Fund after the requested transfer were given. ***Motion made by Member Lefebvre to approve Article 12, second by Member Cowie. Vote: unanimous.***

## Article 23

*Member Cowie* confirmed that 3% is the maximum allowed. An article in the Berkshire Eagle was referenced about parties in Pittsfield interested in opening a marijuana distribution center where there was an offer to pay for additional police presence. Impact fees and substantiation of such including the correlation to prove the need were outlined. It was explained that the Chief was consulted and he indicated no anticipated need at this time. The Town has a bylaw, a company that has indicated interest and has issued a non-opposition letter. The process is currently at the state level. The legal handling of money was briefly discussed and it was noted that this is another tool toward gaining revenue. ***Motion made by member Johnson to approve Article 23 as submitted, second by Member Cowie. Vote: unanimous.***

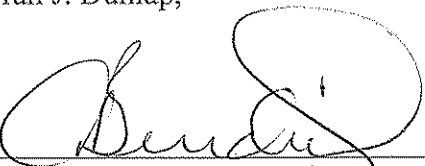
## RESERVE FUND TRANSFER REQUEST

A request for a Reserve Fund Transfer was made for Snow & Ice Control – 06423-55341, in the amount of \$50,861.41. The amount budgeted for Snow & Ice Control next year was given. It was explained that the Town has to be careful about not putting too much into the budget because once the amount is in there it can never be reduced. *Motion made by Member Johnson to approve the Reserve Fund Transfer of \$50,861.41 for Snow & Ice Control, second by Member Cowie. Voted in favor were Members Foster, Tomkowicz, Cowie, Demastrie, Parrott, Lefebvre, and Johnson. Voted in opposition was Member Kleiner. Motion passed.*

**Adjournment:** *Motion made by Member Johnson to adjourn the meeting, second by Member Lefebvre. Vote: unanimous.*

*The meeting adjourned at 6:37 p.m.*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
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Timothy Burdick, Chairman