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Town of Adams Massachusetts 01220-2087

FINANCE COMMITTEE

TOWN HALL BUILDING  
8 PARK STREET

TOWN CLERK  
ADAMS MASS.

CLERK

**FINANCE COMMITTEE MINUTES, 04/23/19, 6:30 p.m.  
ADAMS TOWN HALL, 1<sup>ST</sup> FLOOR BOARD OF SELECTMEN MEETING ROOM**

**CALL TO ORDER:** The meeting was called to order by Chairman Burdick at 6:30 p.m. Members Corrigan, Kleiner, Smigel, Demastrie, Foster, Johnson, Lesure and Cushenette were present as well as Town Administrator Green, Board of Selectmen Chair Duval, Building Commissioner Garner, Library Director Jayko, Community Development Director Cesan, and Police Chief Tarsa.

**NEW BUSINESS**

**FY2020 Budget Review**

**Inspection Services:**

***Personal Services: \$197,912:*** It was clarified that the Building Commissioner works full time. The schedule was reviewed and it was noted that some time is spent on emergency calls with the Fire Department as well. ***Motion made by Member Johnson to RECOMMEND the Inspection Services Personal Services budget in the amount of \$197,912 for approval, second by Member Corrigan. Vote: Unanimous. Motion passed.***

***Operating Expenses: \$5,745:*** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Inspection Services budget line in the amount of \$5,745 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

**Weights & Measures:**

***Operating Expenses: \$3,500.*** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Weights & Measures Operating Expenses budget in the amount of \$3,500 for approval, second by Member Corrigan. Vote: Unanimous. Motion passed.***

**Board of Health:**

***Operating Expenses: \$11,305:*** Clarification was made on what nursing fees are for. Conference, meals and events were explained as being particularly for code enforcement to keep up to date on training. ***Motion made by Member Johnson to RECOMMEND the Board of Health Operating Expenses budget in the amount of \$11,305 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

**Library:**

***Personal Services: \$203,714:*** A shift for one year from operating expenses to personal services was explained as being for a Library Page position and additional money will be needed next year to keep the position. ***Director Jayko*** advised the Library must come up with a five year plan to keep state aid, and this position shows the Library is working toward meeting their goals. The

Library Page position handles all items that come into the library to be re-shelved, checks them in, puts markings on them and remove items that are no longer useful. The funds shifted will not cause the Library to lose out on materials as the Trustees agreed to use a donation for purchasing books. Cuts in the budget over the last few years were explained as being seen as a financial difference and the MLBC wants the Town to show the Library is being funded at a certain level. The five year plan shows how the Town will get back to the desired level after the cuts to meet the formula. The Town is currently at a shortfall but in five years the level can be met without a huge cost to the Town. If the position is fully funded next year it will meet expectations. The Town must submit the plan in October. The official job description of Library Page was approved in 2000, but it has been unfilled for the last few years. ***Motion made by Member Johnson to RECOMMEND the Library Personal Services budget in the amount of \$203,714 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

***Operating Expenses: \$70,168:*** Discussion took place at the small amount of money put aside in the budget for building maintenance. It was explained that the Library Director was told to level fund the budget, so it could not be increased. It was pointed out that the Town worked on the Library roof three times before it was actually fixed right. It was explained that there was a long term plan for the building to be repaired, and the Library Directors have asked for funding every year for this. It was explained that this should have been in the Capital Planning done by a former Town Administrator. Board of Selectmen Chair explained that if the furnace goes down it will be fixed and any safety issue will be addressed if it is not in the budget. It was noted that there is only so much money and it can only go so far. The Town has recently taken lots of steps to address building maintenance. An inquiry was made about transferring over to natural gas instead of fuel oil and Library Trustee Bishop advised a study can be done to answer the question whether gas and steam is economical because it doesn't burn as hot. It was pointed out that a local church is saving almost \$3,000 a year by changing over. It was explained that the current boiler has a hole in it and a lot of the system is in tough shape. A temporary fix done two years ago solved a short term problem but a larger solution is necessary. A conversion was researched when the Library Renovation Project was done but because of the historic nature of the building and concern about protecting its architectural features the cost would be \$200,000 and have a twenty year payback. A brief explanation of the H.J. Miller Fund was given, which allows the Library to receive a check every month. The physical stock certificates were found and the Library is beginning the process of getting new trustees and diversifying the amount of \$100,000. The Library has spent the interest received every quarter on books. ***Motion made by Member Johnson to RECOMMEND the Library Operating Expenses budget in the amount of \$70,168 for approval, second by Member Corrigan. Vote: Unanimous. Motion passed.***

### **Community Development:**

***Personal Services: \$114,887:*** Overtime was discussed. It was explained that the Administrative Assistant position will be split between Inspection Services and Community Development. ***Motion made by Member Johnson to RECOMMEND the Community Development Personal Services budget in the amount of \$114,887 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

***Operating Expenses: \$115,425:*** Community Development Director Cesan explained that engineering is used to propel projects forward to get them ready. A list of the most recent projects was outlined. A brief explanation took place regarding the Town's engineering responsibility with grant funding. It was pointed out that engineering is very expensive. It was explained that the one

mile segment of the Route 8 Project 1 mile segment, 25% design requirement costs \$100,000 or more, but results in a \$7.3 Million funded project that came out of the Chapter 90 allotment. It was noted that the Metropolitan Planning Organization (MPO) that allocates funds to do roads with federal funding will not consider projects that are not at 25% design completion. Without engineering money the Town would not be able to get anything done. It was explained that the process keeps projects going within five years but projects have an average span of three years. Marketing and promotional budgets were explained as being used for the Greylock Glen and a website for the Greylock Glen Resort. Pricing on banners for the Downtown is being researched as the banners are aging and need to be replaced. There will be a horizontal park there, but an architect is expected to be hired for the Coal and Grain Elevator building. The status of the Visitors Center Parking Improvement Project was given and the Town will close out the project with the state formally before June 30<sup>th</sup> after landscaping and reseeding of grass areas take place. Pay for Parking Kiosks were briefly discussed and the Town anticipates launching them soon. ***Motion made by Member Johnson to RECOMMEND the Community Development Operating Expenses budget in the amount of \$115,425 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

#### **Conservation Commission:**

***Operating Expenses: \$1,416.*** It was explained that engineering costs come from a fund designated by MGL so half goes to Mass DEP and half goes into the fund for this. The fund currently has around \$8,000 should they need it. ***Motion made by Member Johnson to RECOMMEND the Conservation Commission Operating Expenses budget in the amount of \$1,416 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

#### **Planning Board:**

***Operating Expenses: \$4,690.*** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Planning Board Operating Expenses budget in the amount of \$4,690 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

#### **Zoning Board:**

***Operating Expenses: \$3,945.*** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Zoning Board Operating Expenses budget in the amount of \$3,945 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

#### **Historical Commission:**

***Operating Expenses: \$450.00.*** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Historical Commission Operating Expenses budget in the amount of \$450 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

#### **Agricultural Commission:**

***Operating Expenses: \$400.00.*** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Agricultural Commission Operating Expenses budget in the amount of \$400 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

#### **Police:**

**Personal Services: \$1,750,933.** It was noted that the Department is currently over budget in overtime and also asking for less next year. The anticipated retirements of five department members was discussed. The departure from Civil Service was noted as working out well. ***Motion made by Member Johnson to RECOMMEND the Police Personal Services budget in the amount of \$1,750,933 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

**Operating Expenses: \$92,065.** An update was given on communications and it was noted that the Florida Mountain Tower is scheduled to boost communications significantly. It was explained that the Sheriffs Communications Center is doing upgrades to their system constantly. Terrain problems were identified and the Florida Mountain Tower will simulcast off of every other tower in the county. Another solution to research is to equip each cruiser with a repeater. A budget line reduction for communications equipment from \$1,200 was noted. Repairs and equipment maintenance were explained as being on a previous budget section. The budget was explained as being mostly level funded other than the increase in the cost of doing business which is out of the control of the Town. The fingerprint device and the telephone recording system have contracts but the Department has to have them. The Town qualified to get \$40,000 worth of Sex Offender registrations equipment for free but there is a maintenance agreement over time. Other contracts are built into the budget causing a slight increase. A \$500 appropriation for uniforms that used to be for dispatchers includes prisoners that have clothes confiscated for evidentiary purposes and have to receive sweatpants, sweatshirts, and flip flops for court purposes. Legal services were noted as being a \$0 budget, and Town Counsel now represents the Department as much as possible. The next contract negotiations are scheduled for 2020/2021. It was explained that if the breathalyzer machine is not maintained it would threaten every case it was used in. It was explained that each cruiser has a Mobile Data Terminal (MDT). A brief history was given of the MDTs and the durability of Toughbooks. \$13,000 is under the Technology Budget for replacement of two MDT units. ***Motion made by Member Johnson to RECOMMEND the Police Operating Expenses budget in the amount of \$92,065 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

#### **Police Station:**

**Operating Expenses: \$27,762.** There were no questions about this budget line. ***Motion made by Member Johnson to RECOMMEND the Police Station Operating Expenses budget in the amount of \$27,762 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.***

#### **Animal Control Officer:**

**Personal Services: \$27,739.** This position was noted as patrolling the Greylock Glen as well as other areas. The current position is 19 hours per week, Monday through Thursday. This would change on July 1<sup>st</sup> as a position proposed would include the ACO and Parking Attendant duties. Schedule and hours would be staggered and include weekends to accommodate the duties. Uniform distinction to be distinguished from law enforcement was explained and this position will not carry a weapon. It was noted that this position will be under the Clerical Union and Police Department supervision. The uniform allowance was outlined. ***Motion made by Member Johnson to RECOMMEND the Animal Control Officer Personal Services budget in the amount of \$27,739 for approval, second by Member Cushenette. Vote: Unanimous. Motion passed.***

**Operating Expenses: \$4,305.** There were no questions about this budget line. *Motion made by Member Johnson to RECOMMEND the Animal Control Officer Operating Expenses budget in the amount of \$4,305 for approval, second by Member Corrigan. Vote: Unanimous. Motion passed.*

**Parking Management:**

**Personal Services: \$26,817.** Discussion took place about meter repairs. The new Parking Attendant/Animal Control Officer position will do trouble-shooting and maintenance of the meters. The new meters on Park Street were reported to be simple to maintain and clean. Battery replacement is still the responsibility of the DPW. Some older meters were reported to be past their prime. Design challenges of the Park Street meters were discussed. There will be one vehicle for this combined position and the vehicle is equipped to handle dogs and parking management. Meter funds go into the General Fund and Parking Fund and there are special restrictions where it can go. A request was made for the amount of funds received from meters and the amount for the last couple years will be provided. It was noted that 20 percent of meters are in disrepair. An inquiry was made whether meter funds will cover the cost of the position. The positive presence of an individual on the street doing enforcement, and being on the Ashuwillticook Rail Trail and Greylock Glen was noted and barrels and signage will be added for enforcement. Tickets will be issued. Parking violation funds go into the Parking budget line. There is a mechanism through the Town Clerk's office to include a court process for unlicensed dogs and unpaid fines. The Parking Ticket Hearing and appeal process was reviewed. *Motion made by Member Johnson to RECOMMEND the Parking Management Personal Services budget in the amount of \$26,817 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.*

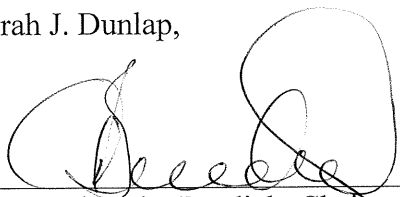
**Operating Expenses: \$4,950.** There were no questions about this budget line. *Motion made by Member Johnson to RECOMMEND the Parking Management Operating Expenses budget in the amount of \$4,950 for approval, second by Member Lesure. Vote: Unanimous. Motion passed.*

Discussion took place about scheduling meetings and the untimely news that the Youth Center was moving to Cheshire before the Finance Committee which occurred as the budget was being approved. It was noted that the move may not take place and the summer program, supporting the local youth will happen before the Youth Center moves to Cheshire in September. It was explained that the Town pays no money on utilities in the Youth Center building and poles are National Grid's, not the Fire District's.

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

*The meeting adjourned at 8:04 p.m.*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary



Timothy Burdick, Chairman