

## *Town of Adams Massachusetts 01220-2087*

### FINANCE COMMITTEE

TOWN HALL BUILDING  
8 PARK STREET

Thursday, April 25, 2019, 6:30 p.m.

TOWN HALL, 8 PARK STREET, ADAMS, MA 01220  
1<sup>st</sup> Floor, Board of Selectmen Meeting Room

**CALL TO ORDER:** The Finance Committee held a meeting at the above date. The meeting was called to order by Chairman Burdick at 6:30 p.m. Members Corrigan, Kleiner, Smigel, Demastrie, Foster, Tomkowicz, Johnson, Lesure, Parrott and Cushenette were present as well as Town Administrator Green, Board of Selectmen Chair Duval, *Superintendent of McCann School Brosnan*, and *McCann Business Manager Maloney*.

### **FY2020 Budget Review**

**McCann Vocational School:** *McCann Business Manager Maloney* advised that last year a significant amount of money was taken out of the budget. The total budget increases over the last couple years were reviewed and he noted that last year the increase was only \$3,800. Chapter 70 School Aid was reviewed, and he pointed out that the increases are minimal. He explained that the fixed costs alone in the budget show a 2.5% increase and dedicated staff do a lot with what they have. He praised Superintendent Brosnan for his success in getting grant funds from the state. He advised that the 20 year old formula used is outdated and fails to take a lot of things into account, especially health insurance. He explained that new staff had to be hired to manage the data requirements. He expressed that the savings found this year was a 0% increase in health insurance costs, combined with contract changes to change the splits and the plans. He advised that most things are stable in the budget and there were line items added and column shifts, including some line items reduced to add up to that item for state recording requirements. *Business Manager Maloney* outlined that McCann spent money themselves on infrastructure and stated that their "new roof" is now over 20 years old and has yearly touch-ups. The glass in the building is original to the building from the 1950's and 1960's and not energy efficient, so it will have to be rolled into a future project with state funding. He recalled that in 1997 the state promised 70% reimbursement on the roof project and then did not fund it. He advised that McCann has done a lot of work with lighting, and National Grid and its counterparts made good on school projects to replace lighting in school and put delays on lighting fixtures and provide a good learning experience for students. Boilers were replaced and are as efficient as possible with natural gas but there is a need to tighten up the building to be more energy efficient. State aid will be needed to make it all work. Two bathrooms were redone last year as smaller projects and the licensed contractors and custodians on staff were utilized to save some money, but there is still a lot of work to be done. Off-site solar panels and municipal credits were used to get some energy funds back.

*Superintendent Brosnan* reviewed the financial tables individually. Table 1 was a Chapter 70 fund review and he noted it was not a significant increase despite costs going up a lot more than the \$8,000 over the last couple years. He explained the "Hold Harmless" feature allowing the schools to receive no less than the previous year, to remain consistent. He noted the tuition for the number of District students, and the Municipal Assessment is the minimum and comes from the formula delivered by DESE for the cost to transport students. He reviewed the Capital Assessment, and the Municipal Assessment. A brief outline was made of the staff not replaced and the changes in teachers, to create a financial difference. Table 2 was reviewed and showed the \$787,000 municipal minimum assessment which was reported to have come from DESE. It was noted that the increase was close to \$70,000 from the previous year. An explanation was given about the communities with multiple school systems shifting back and forth on municipal assessments and it was noted that often a piece of the 38-part formula determines the assessment. Table 3 reviewed enrollment numbers and cost calculations for transportation and over the minimum assessment. It was explained that this is based on the October 1<sup>st</sup> report, but frequently more students arrive after that date. The \$165,000 transportation assessment was reported to be spread out to all communities. Half payment from the state is received in January and the other in June. Any funds left over are not used for anything else and are returned back to the community. It was explained that the End of Year Report was submitted to DESE to report the allocation of expenditures. Changes in contracted services for District Administrative Technology will be broken out more finitely. Systems for software were reviewed for what they are used for. Student and parent centered administrative technology was outlined, as well as expenses for photocopy machines. Family Leave Act coverage was reviewed and it was noted that the leaner the force the less options there are to have another person in place. Running numbers were pointed out as having exceeded this amount and it was explained that Professional Training Day requires coverage. Professional Development Stipends were explained and it was clarified that DESE requires new instructors to have a mentor, and professional development must have a stipend to pay for that. Paraprofessionals were explained and it was noted that if a student requires a one-on-one Paraprofessional it is a funding challenge that must be met. It was explained that the District does not know in advance what the Title-I or SPED grids are. Contracted services are now allocating to different funds and are forecasting \$4,000. Materials and supplies for printers and computers systems are in one account, and it was noted that there are over 500 computers in the school, and batteries needed for laptops. An upgrade took place and CAD computers were changed with the Capital Skills Grant last year. It was explained that McCann needs to change computers and software more frequently because student use dictates the need of the level of computer to handle the software. It was noted that software is good for 2 to 3 years and the physical equipment lasts and stays for years. The school is looking at converting to Windows 10. The computers are used for communication and research by the students, and additional software used are instructional software and the Ingenuity Plan, which is likened to a virtual classroom and used for student classroom make-up and to reduce the need to take summer school. This 25 seat software program eliminated failures and increased student capabilities in providing educational gain. Technical software costs are in excess of \$30,000 per year and the school is receiving grant funding for it.

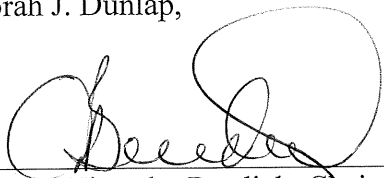
Funds were rearranged and clarified to include systems like vehicle fuel for the end of year reporting. It was explained that the school converted every fixture to LED lighting and is showing kilowatt usage going down. Motion detectors turn on the lights, and this was a great project for electrical students. Equipment is now more energy-efficient, including refrigerators, freezers and advanced manufacturing equipment. Infrastructure was noted as being a big user of energy. Overhead heating units that were installed in 1960 are being changed out to more efficient systems, using less energy to provide heat and electricity. Maintenance of the building was reviewed and a list of changed out equipment and heating units was read aloud. It was emphasized that building maintenance is being done and funds are not kept and put into another account. Grounds work was outlined, and contracted services were listed. It was explained that building electrical and HVAC projects will require a transfer in money from another fund to cover it. The process of assessing future building needs was reviewed and includes reviewing purchase orders and contracts by budget category. Trends in the maintenance needs shows up and determine where to focus attention in the next year. LED also provided savings on hazardous materials for fluorescent lighting tubes and replacement, as well as removal. Technology infrastructure was reviewed and the Information Technology Major students handle the technology needs so contractors are needed. Technology infrastructure systems are taken down every summer, cleaned, recalibrated, reset, and cyber security installed to make sure everything is in position. He advised this is a good learning opportunity for students in the summer. Health insurance was discussed in depth and it was noted that Berkshire Health Group for 2 years in a row had no increase and the school changed participation percentages in their plans. Plan splits were outlined. Capital facilities updates were explained. A couple of bathrooms were done last year, and the school still has original asbestos floor tiles in a number of the classrooms that are past their lifespan and must be removed. As this is an expensive process, there are targeted areas of building to be done in stages in the process of keeping the building up to standards. A request was made for enrollment numbers in each program to be provided next year. ***Motion made by Member Johnson to RECOMMEND the McCann School budget in the amount of \$1,010,634 for approval, second by Member Corrigan. Vote: unanimous. Motion passed.***

## **ADJOURNMENT**

**Motion made by Member Johnson to adjourn, second by Member Tomkowicz. Vote: Unanimous.**

*Meeting adjourned at 7:34 p.m.*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
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Timothy Burdick, Chairman