



Town of Adams Massachusetts 01220-2087

FINANCE COMMITTEE

TOWN HALL BUILDING
8 PARK STREET

MEETING MINUTES

Tuesday, May 28, 2019, 6:30 p.m.

1st Floor, Board of Selectmen Meeting Room

CALL TO ORDER: The Finance Committee held a meeting on the above date. The meeting was called to order by Chairman Burdick at 6:30 p.m. Vice Chairman Cowie and Members Corrigan, Demastrie, Foster, Tomkowicz, Johnson, Lesure, and Parrott were present as well as Town Administrator Green, and Board of Selectmen Chair Hoyt.

Approval of Minutes: The minutes for April 16, 2019, April 23, 2019, April 25, 2019 and April 29, 2019 minutes were presented for approval. *Motion made by Member Johnson to approve the minutes for April 16, 2019, second by Member Cowie. Vote: unanimous. Motion made by Member Johnson to approve the minutes for April 23, 2019, second by Member Corrigan. Abstention by Member Tomkowicz and Vice Chairman Cowie. Voted in favor were Members Corrigan, Demastrie, Foster, Johnson, Lesure, and Parrott. Motion passed. Motion made by Member Johnson to approve the minutes for April 25, 2019, second by Member Corrigan. Abstention by Vice Chairman Cowie. Voted in favor were Members Corrigan, Demastrie, Foster, Tomkowicz, Johnson, Lesure, and Parrott. Motion passed. Motion made by Member Johnson to approve the minutes for April 29, 2019, second by Member Tomkowicz. Abstention by Vice Chairman Cowie. Voted in favor were Members Corrigan, Demastrie, Foster, Tomkowicz, Johnson, Lesure, and Parrott. Motion passed.*

REVIEW AND APPROVAL OF ANNUAL TOWN MEETING WARRANT

Chairman Burdick advised Members to hold an article for further discussion as they are reviewed and all articles not held will be voted on together. Individual article discussion will take place on all held articles. Articles held for discussion were Articles 3, 4, 5, 7, 8, 9, 10, 13, 18, 23, 24, 25, 27, 28, and 29. The Articles as written are:

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:

RECEIVED-POSED
19 JUN - 6 AM 10:43
TOWN CLERK
ADAMS MASS
CLERK

*In the name of the Commonwealth, you are hereby directed to notify and warn the Inhabitants of the Town of Adams qualified to vote in Town affairs to meet at the **Hoosac Valley Elementary School Auditorium on Monday the 24th day of June 2019, at 7:00 P.M.**, then and there to act on the following articles, to wit.*

ANNUAL ARTICLES

- Article 1** To choose all other town officers not previously chosen by ballot.
- Article 2** To hear the reports of the Board of Selectmen and other town officers and act thereon.
- Article 3** To hear the reports of any committee and act thereon.
- Article 4** To see if the Town will change the annual election of the Fence Viewer to a position annually appointed by the Board of Selectman, in accordance with Massachusetts General Law Chapter 49, Section 1, or take any action in relation thereto.

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

- Article 5** To see if the Town will change the annual election of the Measurer of Wood and Bark to a position of one (1) annually appointed by the Board of Selectman, in accordance with Massachusetts General Law Chapter 94, section 296, or take any action in relation thereto.

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

- Article 6** To see if the Town will vote to fix the salary and compensation of all elective officers of the Town in accordance with the provisions of Section 108 of Chapter 41 of the General Laws, as amended, and to see if any of said salaries and compensation shall be increased, or take any other action in relation thereto.

Board of Selectmen

Chairman 2,000

Member 1,200

Board of Assessors

Board of Health

Chairman 1,386

Member 924

Cemetery Commissioners

Full-Time	68,282	Chairman	600
Part-Time	1,800	Member	500
Treasurer/Collector	68,282	Moderator	300
Town Clerk	68,282		

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 7 To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary to defray the ordinary expenses of the Town for the fiscal period beginning July 1, 2019 through June 30, 2020, 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 "**FY2020 Recommended.**"

PERSONAL SERVICES		OPERATING EXPENSES	
	FY2019 Approved	FY2020 Recommended	
EXECUTIVE			
Selectmen	6,901	6,901	12,450
Town Administrator	170,162	169,438	40,500
Town Counsel	42,835	44,121	
Moderator	305	305	205
Finance Committee	528	528	2,480
Town Report			2,100
FINANCE & TECHNOLOGY			
Employee/Retiree Benefits	1,248,872	1,323,331	
Accountant	154,438	156,270	39,691
Technology	6,471	6,663	117,972
Insurance			178,995

PERSONAL SERVICES		OPERATING EXPENSES	
	FY2019 Approved	FY2020 Recommended	
GENERAL GOVERNMENT			

Assessor	136,903	133,913	9,725	9,725
Treasurer-Collector	121,143	124,889	39,360	34,365
Town Clerk	133,125	136,089	4,850	4,850
Elections			29,110	25,300
Registrar of Voters	2,004	2,004		
Codification			2,500	2,500
COMMUNITY DEVELOPMENT				
Community Development	85,929	114,887	118,425	115,425
Conservation Commission			1,416	1,416
Planning Board			4,690	4,690
Zoning Board			3,945	3,945
Historical Commission			450	450
Agricultural Commission			400	400
INSPECTION SERVICES				
Inspection Services	221,973	197,912	10,475	5,745
Weights/Measures Inspector			3,500	3,500
PUBLIC HEALTH				
Board of Health			15,085	11,305
PUBLIC SAFETY				
Police Department	1,685,242	1,750,933	91,899	92,065
Animal Control Officer	32,800	27,739	4,365	4,305
Parking Management	7,402	26,817	4,950	4,950
Emergency Management	2,105	2,105	2,790	3,275
Forest Warden	2,979	3,279	6,353	8,135
PUBLIC SERVICE				
Council on Aging	219,185	217,758	15,560	15,560
Veterans Services	19,000	16,500	168,240	182,055
Memorial Day Remembrances			1,425	1,425
Library	184,162	203,714	80,485	70,168
PUBLIC BUILDINGS				
Police Station			27,450	27,762
Registry of Deeds			1,050	1,050
Town Hall			26,150	26,675
Public Buildings	55,561	57,215	142,800	142,800
Community Center			400	400
Adams Memorial Building			34,300	40,300
Visitor's Center			15,850	15,850
PERSONAL SERVICES			OPERATING EXPENSES	

	FY2019 Approved	FY2020 Recommended	FY2019 Approved	FY2020 Recommended
PUBLIC WORKS				
Tree Warden/Insect Pest			16,000	16,000
Public Works Administration	164,792	112,708	3,000	3,200
Department of Public Works	1,346,345	1,389,629		
Highways			76,450	76,450
Snow & Ice Control			246,000	246,000
Flood Control			600	600
DPW Garage/Equipment Maintenance			183,500	185,500
Transfer Station	11,227	11,244	59,455	59,455
Wastewater			296,501	332,371
Wastewater Collection			4,700	4,700
Cemetery Parks & Grounds			43,675	43,675
Celebrations - Seasonal			1,800	1,800
TOTALS		6,236,892		2,229,143

ARTICLE 7 CONTINUED AVAILABLE FUNDS TO BE USED

DEPARTMENT	FUND	AMOUNT
Parking Department	Parking Meter Fund	10,000
Council on Aging	Council on Aging Fund	25,000

CAPITAL OMNIBUS 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 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 "**FY2020 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>FY2019 Approved</i>	<i>FY2020 Recommended</i>
ADMINISTRATION AND FINANCE		
Technology	29,750	29,000
Debt Service	415,697	464,279
PUBLIC WORKS		
Building/Equipment Maintenance	48,200	0
Wastewater Treatment Updates to Plant	48,000	40,500
Total Recommendation		533,779

TECHNOLOGY – TOTAL **29,000**

Technology

This request is for part of the replacement of the Town's main server. 29,000

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

The current Town Server is nearly ten (10) years old and Microsoft support will expire on June 30, 2019. This server controls all town buildings, public safety, email, property assessing management, financial software and emergency management.

DEBT SERVICE – TOTAL **464,279**

PRINCIPAL ON MATURING DEBT

Town Hall/ Police Station/Library Bond Issue

This request represents the principal of Town Hall, Police Station & Library borrowing. 165,000

Wastewater Treatment Plant

This request represents the principal of the WWTP upgrade borrowing. 170,709

TOTAL PRINCIPAL 335,709

INTEREST ON MATURING DEBT

Town Hall/Police Station/Library Bond Issue

This request represents the interest on the Town Hall/ Police Station/ Library borrowings. 36,800

Wastewater Treatment Plant

This request represents the interest on the WWTP borrowing. 16,770

TOTAL INTEREST 53,570

Interest – Temporary Loans

BAN's; GAN's; TAN's; and related fees 75,000

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 storms.

TOTAL INTEREST – TEMPORARY LOANS/FEES 75,000

PUBLIC WORKS – TOTAL 40,500

Wastewater Treatment Plant

Re-build of Electrical Equipment at the Station . 5,000

Replacement of the last outdated Variable Frequency Drives . 13,500

Replacement Pump – Domestic Pumping Station. 12,000

Replace drainage pipes at Station. 10,000

**Article 9 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 **"FY2020 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>FY2020 Recommended</i>
EXECUTIVE	
Adams Agricultural Fair	5,000
Assessor	20,000
TECHNOLOGY	
Technology	34,000
PUBLIC WORKS	
Equipment Maintenance	109,000
Cemetery, Parks and Grounds	98,850
Summer Recreation Program	15,000
TOTAL RECOMMENDED	281,850

EXECUTIVE
25,000

Selectmen

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

5,000

Assessor

This request is for replacement of the state assessing software that has been discontinued. Included is the program, manual data entry and A field review required by the state.

20,000

TECHNOLOGY

34,000

Technology

*This request is for the second part of the full server upgrade
With a total anticipated cost of \$63,000.*

34,000

PUBLIC WORKS

222,850

Equipment Maintenance

This request is for replacement of a one ton truck with plow.

70,000

This request is for a re-fit of the sewer jetter truck.

27,000

This request is for sandblasting and repainting of 2 trucks.

12,000

Cemetery, Parks & Grounds

This request is for a grave defroster.

1,800

This request is for replacement of the United States flags on Park Street.

650

This request is for a new Xmark Mower.

7,000

This request is to rehab the Town Common for the Susan B. Anthony celebration in 2020. The total appropriation will be \$127,500 including \$25,000 being appropriated from the Economic Development Fund, and \$17,500 of Community Development funds. A Grant of \$297,500 will also be applied for.

85,000

This request is for a full weed and feed recoat on Renfrew Field.

4,400

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

15,000

REGIONAL SCHOOL ASSESSMENT ARTICLES

- Article 10** To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum or sums of money as may be necessary for the operating and capital assessments of the Adams-Cheshire Regional School District for the fiscal period

beginning July 1, 2019 through June 30, 2020, or take any other action in relation thereto.

	<i>FY2019 Approved</i>	<i>FY2020 Recommended</i>
<i>Adams-Cheshire</i>	<i>5,617,932</i>	<i>5,792,649</i>

The above assessment consists of five parts:

- 1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget), \$ 3,757,565
 - 2) Additional Operating Assessment (above Foundation), \$ 945,842
 - 3) Other Expenditures (Non-foundation Budget-Transportation), \$ 406,939
 - 4) Capital Assessment (Capital Budget), \$ 30,323
 - 5) Capital Assessment – **HVHS Project Debt Exclusion** \$ 651,980
- \$ 5,792,649

The total Adams-Cheshire Regional School District FY2020 budget is \$20,099,433.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Adams-Cheshire Regional School District FY20 budget and to raise and appropriate \$5,792,649.*

Article 11

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, 2019 through June 30, 2020, or take any other action in relation thereto.

	<i>FY2019 Approved</i>	<i>FY2020 Recommended</i>
<i>McCann Vocational</i>	<i>940,717</i>	<i>1,010,634</i>

The above assessment consists of four parts:

- 1) State Department of Elementary & Secondary Education Minimum Municipal Contribution (Foundation Budget), \$ 787,158
- 2) Additional Operating Assessment (above Foundation), \$ 165,526
- 3) Additional Operating Assessment (Non-Foundation-Transportation), \$ 49,170

4) Capital Assessment (Capital Budget)

\$ 8,780

\$1,010,634

The FY20 total Northern Berkshire Vocational Regional School District Budget is
\$9,564,727.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the Northern Berkshire Vocational Regional School District FY20 budget and to raise and appropriate \$1,010,634.*

TRANSFERS TO SPECIAL FUNDS

Article 12 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 13 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 FY19 Reserve Fund, as of June 30, 2018, 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 14 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 15** To see if the Town will vote to raise and appropriate or appropriate from available funds a sum of money to pay unpaid bills of current or prior fiscal years, or take any other action in relation thereto.

No Recommendation

At this time, there are no outstanding bills.

ANNUAL AUTHORIZATION ARTICLES

- Article 16** 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 17** 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 18** To see if the Town will vote to accept certain perpetual care funds that were received during the period January 1, 2018 through December 31, 2018 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 \$3,600 that were received during the*

period January 1, 2018 through December 31, 2018 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 \$3,600 deposited with the Town for the care and maintenance of cemetery lots.

Article 19 To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow in the event of a revenue shortfall to allow the Treasurer to borrow via Revenue Anticipation Notes (RAN's), Tax Anticipation Notes (TAN's), Federal Aid Anticipation Notes (FAAN's), Grant Anticipation Notes (GAN's), and State Aid Anticipation Notes (SAAN's), in an amount not to exceed the anticipated revenue shortfall, or take any action in relation thereto.

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

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

BY-LAW AMENDMENTS

Article 20 ***Authorize Revolving Fund Spending Limits***

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

Revolving Account	FY2020 Expenditure Limit
Bid Specification Revolving Fund	\$5,000
Sanitary Sewer Revolving Fund	\$30,000
Promotional Revolving Fund	\$5,000
Library Revolving Fund	\$7,000
Transfer Station Revolving Fund	\$60,000
Inspection Services Fund	\$25,000
Tax Title Revolving Fund	\$20,000
Adams Visitor Center	\$25,000
Adams Memorial Building	\$25,000

The

*Finance
Committee
voted to*

RECOMMEND that the Town vote to accept this article as written.

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

SALARY ADMINISTRATION PLAN - ANNUAL RATE TABLE - FISCAL YEAR 2020

This represents a 3% increase of FY2019												
Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	21,535	22,074	22,626	23,191	23,771	24,366	24,976	25,600	26,240	26,897	27,569	28,258
2	23,473	24,061	24,663	25,279	25,911	26,559	27,224	27,904	28,601	29,318	30,050	30,801
3	25,586	26,227	26,882	27,555	28,244	28,950	29,675	30,416	31,176	31,957	32,756	33,573
4	27,889	28,587	29,301	30,035	30,786	31,556	32,346	33,154	33,982	34,833	35,704	36,594
5	30,399	31,160	31,939	32,739	33,556	34,396	35,257	36,138	37,041	37,967	38,917	39,888
6	33,136	33,965	34,813	35,685	36,576	37,491	38,431	39,390	40,374	41,384	42,419	43,478
7	36,119	37,021	37,947	38,897	39,867	40,866	41,889	42,935	44,007	45,109	46,237	47,391
8	39,370	40,353	41,362	42,397	43,455	44,543	45,660	46,799	47,968	49,169	50,397	51,656
9	42,914	43,985	45,084	46,213	47,366	48,553	49,769	51,011	52,285	53,595	54,933	56,305
10	46,777	47,943	49,141	50,373	51,629	52,922	54,249	55,603	56,990	58,419	59,877	61,373
11	50,988	52,258	53,565	54,907	56,275	57,685	59,131	60,607	62,120	63,676	65,266	66,897
12	55,576	56,962	58,386	59,848	61,339	62,877	64,453	66,061	67,710	69,407	71,140	72,918
13	60,579	62,088	63,641	65,235	66,860	68,536	70,253	72,007	73,804	75,654	77,542	79,481
14	66,032	67,676	69,368	71,106	72,877	74,705	76,576	78,487	80,447	82,463	84,521	86,634
15	71,977	73,766	75,611	77,505	79,436	81,429	83,468	85,551	87,687	89,884	92,129	94,430
16	78,455	80,405	82,416	84,481	86,585	88,757	90,980	93,251	95,579	97,974	100,420	102,929

SALARY ADMINISTRATION PLAN - ANNUAL RATE TABLE

Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12
1	XXX	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.36	14.72	15.09	15.47
2	12.85	13.17	13.50	13.84	14.18	14.54	14.90	15.27	15.65	16.05	16.45	16.86
3	14.00	14.36	14.71	15.08	15.46	15.85	16.24	16.65	17.06	17.49	17.93	18.38
4	15.26	15.65	16.03	16.44	16.84	17.28	17.70	18.15	18.60	19.08	19.54	20.03
5	16.64	17.06	17.48	17.92	18.37	18.83	19.30	19.78	20.27	20.77	21.30	21.83
6	18.14	18.59	19.05	19.53	20.03	20.52	21.04	21.56	22.10	22.65	23.22	23.80
7	19.77	20.26	20.76	21.29	21.82	22.37	22.92	23.50	24.09	24.70	25.31	25.94
8	21.55	22.09	22.64	23.21	23.78	24.38	24.99	25.62	26.26	26.92	27.58	28.27
9	23.49	24.07	24.67	25.29	25.93	26.58	27.24	27.92	28.62	29.32	30.07	30.82
10	25.60	26.24	26.90	27.57	28.26	28.97	29.69	30.43	31.19	31.98	32.77	33.59
11	27.91	28.60	29.32	30.05	30.80	31.58	32.37	33.17	34.00	34.85	35.72	36.63
12	30.42	31.18	31.96	32.76	33.57	34.42	35.28	36.16	37.06	37.99	38.94	39.91
13	33.16	33.98	34.83	35.71	36.60	37.51	38.45	39.41	40.40	41.41	42.44	43.50
14	36.14	37.04	37.97	38.92	39.89	40.89	41.91	42.96	44.03	45.14	46.26	47.42
15	39.40	40.38	41.39	42.42	43.48	44.57	45.69	46.83	48.00	49.20	50.43	51.69
16	42.94	44.01	45.11	46.24	47.39	48.58	49.80	51.04	52.31	53.63	54.96	56.34

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

SPECIAL ARTICLES

AMENDMENT OF REGIONAL SCHOOL AGREEMENT

- Article 22** To see if the Town of Adams will vote to amend the Adams Cheshire Regional School District Regional Agreement as unanimously approved by the Adams Cheshire Regional School Committee on December 10, 2018 and submitted to the selectmen of each town as the agreement of the "Hoosac Valley Regional School District" or take any other action relative thereto.

*The Finance Committee voted to **RECOMMEND** that the Town vote to accept the amended Adams Cheshire Regional School District Regional Agreement; and that it now be known as the agreement of the "Hoosac Valley Regional School District".*

The agreement is on file in the Adams Town Clerks office.

SPECIAL ARTICLES

- Article 23** To see if the Town will vote to appropriate from the Economic Development Fund, a sum of money to be used for economic development expenses including \$37,600 for the Senior Planner, \$25,000 to rehab the Town Common, \$10,000 for marketing, downtown infrastructure, engineering or other studies related to economic development, public art, and \$10,000 for the Susan B Anthony Celebration or take any other action in relation thereto.

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

The Town is asking for \$82,600 to be spent with the approval of the Town Administrator for Fiscal 2020.

- Article 24** To see if the Town will vote to: (A) approve the Project Certification Application submitted by B&B Micro Manufacturing, Inc. (B&B) on February 26, 2019 for its intended relocation to 201 Howland Avenue (state Route 8); (B) approve the form of the Special Tax Assessment (STA) Agreement between the Town of Adams and B&B Micro Manufacturing, Inc. and 161 River Mill, LLC, and the corresponding STA Plan, draft copies of which, subject to change, are on file with Town Clerk; and (C) confirm that the proposed project is (1) consistent with the goals of the "201 Howland Avenue" Economic Opportunity Area (EOA) and will benefit significantly from its inclusion in said EOA; (2) will not overburden the Town's municipal services, infrastructure and utilities servicing the EOA; (3) will increase employment opportunities for residents of Adams and the Northern Berkshire County Economic Target Area (ETA), thereby reducing blight, economic depression, and reliance on

public assistance; and (4) will be designated as a certified project for a term up to seven years, or take any other action in relation thereto.

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

The Special Tax Assessment Agreement will assist B&B Micro Manufacturing, Inc. to relocate to Adams so that it can realize its expansion plans and remain competitive in the marketplace. This incentive is applied to property values resulting from the existing real estate as well as proposed improvements to the 24,000 square feet building at 201 Howland Avenue (former Brown Packaging building). It also makes B&B eligible for potential State-provided incentives. The term of the STA Agreement will be 100% exemption of the property tax in years one (1) and two (2), 75% exemption in years three (3) and four (4), 50% exemption in year five (5), and 25% exemption in years six (6), and seven (7). The proposed tax incentives are dependent upon the company fulfilling anticipated economic benefits to the Town, including: i) the company's proposed investment in the building shall be at least \$150,000 (renovations to the existing space); and ii) the company will retain twenty (20) full-time permanent jobs in northern Berkshire County and create at least sixteen (16) new full-time permanent jobs within five years, including associated investment in equipment, technology, and training. The company's existing and future jobs represent quality, high-paying skilled positions.

Article 25 To see if the Town will vote to authorize the Board of Selectmen to acquire certain permanent easements and temporary easements through all legal means including donation, purchase, or eminent domain, in order to implement the construction and maintenance of the Route 8 "Commercial Street" Improvement Project (from the intersection with Route 116 to the Ashuwillticook Rail Trail bridge), said easement areas being shown on the plans entitled "Plan and Profile of Route 8: Preliminary Right of Way," (Federal Aid Project No. 607328)," prepared by Vanasse Hangen Brustlin, Inc., dated February 19, 2019, as amended, under terms and conditions that the Board of Selectmen deems in the best interest of the Town, or to 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 aid in expediting the Route 8 project.

Article 26 To see if the Town will vote to authorize the Board of Selectmen to convey certain permanent and temporary easements to parcels of land from the Inhabitants of the Town of Adams, at no cost to the Town, for the purpose of construction and maintenance of the Route 8 "Commercial Street" Improvement Project (from the intersection with Route 116 to the Ashuwillticook Rail Trail bridge), said easement

areas in accordance with plans entitled "Preliminary Right of Way Plans (Federal Aid Project No. 607328)," prepared by Vanasse Hangen Brustlin, Inc., dated February 19, 2019, as amended, under terms and conditions that the Board of Selectmen deems in the best interest of the Town, or take any other actions in relation thereto.

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

This article will aid in expediting the Route 8 project.

Article 27 To 1) see if the Town will vote to appropriate the sum of \$425,000 (total project cost) and costs related thereto for the purpose of rehabilitating the Town Common, located at 0 Commercial Street, consisting of .57 acres, more or less, and recorded under certificate number 1476; \$297,500 (grant amount) will be raised and appropriated, transferred from existing Town Funds, provided the Town first obtains a grant reimbursement commitment in the same amount; the remaining \$127,500 is appropriated from free cash in the amount of \$85,000, from the Town Economic Development Fund in the amount of \$25,000, and from Community Development funds in the amount of \$17,500; 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 PARC Grant Program Act 301 CMR 5.00 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 Finance Committee voted to **RECOMMEND** that the Town vote to accept this article as written.*

In anticipation of the 2020 Susan B Anthony celebration and statue, the Town will apply for a PARC Grant to rehabilitate the Town Common in addition to the funds being appropriated for this purpose.

Article 28 To see if the Town will vote to permanently dedicate the "Town Common" located at 0 Commercial Street to active and passive recreational use only, said land being more specifically described by deed recorded on the Northern Berkshire Registry of Deeds in Book 15, Page 1476, or take any other action in relation thereto.

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

The Commonwealth requires this designation in order to apply for the grant in Article 27.

VOTE A HOME RULE PETITION FOR SPECIAL LEGISLATION TO ESTABLISH A GREYLOCK GLEN COMMISSION BY VOTE OF THE BOARD OF SELECTMEN

Article 29 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 create, by vote of the Board of Selectmen, a commission to act on behalf of the Town as the master tenant and developer of land at the Greylock Glen as designated in the master lease executed between the Commonwealth and 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 ESTABLISHING A GREYLOCK GLEN COMMISSION

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. For purposes of implementing Section 2, the following terms shall, unless the context clearly otherwise requires, have the following meanings:

“Commission,” the Greylock Glen Commission as established in Section 2 shall serve as an assignee of the Town of Adams, the assignor, as the new Master Tenant of parcels of land designated in the Master Lease;

“DCAMM,” Department of Capital Asset Management and Maintenance;

“DCR,” the Department of Conservation and Recreation;

“Greylock Glen,” parcels of land of the Commonwealth, as designated in Chapter 676 of the Acts of 1985 authorizing DCAMM and DCR to acquire said parcels, located off West Mountain Road and Gould Road in the Town of Adams near the Mount Greylock State Reservation for general recreation purposes; as authorized in said Chapter, DCAMM and DCR may dispose of the property for general recreational purposes and for the development of the residential and commercial facilities and improvements thereon of which the commissioner of DCR deems appropriate for successful redemption of those purposes;

“Master Landlord,” collectively DCAMM and DCR;

“Master Lease,” a mutual agreement dated as October 17, 2014 and on file with DCR and DCAMM, entitled “master lease”, between the Commonwealth acting by and through DCAMM in consultation with DCR and the Town of Adams for purposes of leasing certain parcels of land consisting of approximately 138.482 acres in the aggregate at the Greylock Glen, as designated on page 6 in section 2 of the Master Lease;

“Master Tenant,” the town of Adams, serving as the assignor of the Master Lease to the Commission.

SECTION 2. The Town of Adams shall create, by vote of the Board of Selectmen, a Commission to act on behalf of the Town as the new Master Tenant of parcels of land at the Greylock Glen as designated in the Master Lease for purposes of carrying out Chapter 676 of the Acts of 1985.

The Commission shall enjoy all Master Tenant powers, rights, responsibilities, duties, interest in, and benefits of the Master Lease of which the Town would have enjoyed relative to the ownership, development and operation of project activities authorized or contemplated by the Master Lease. The Commission shall be empowered to take all actions as appropriate and as permitted in the Master Lease for the purposes of implementing this act including, but not limited to: entering into contracts; hiring of staff and personnel, consultants and managers; the acquisition and disposition of all forms of property and interests therein.

For purposes of implementing this act, the Commission shall organize for a non-profit purpose consistent with section 4 of Chapter 180 of the General Laws and lawfully incorporate in the Commonwealth as a 501(c)(3) organization, pursuant to said Chapter 180, with the Secretary of the Commonwealth and shall be approved and recognized as a non-profit organization by the Internal Revenue Service.

Funds deposited in the name of the Commission may be expended by the treasurer of the Commission, as authorized by a majority vote of the Commission and without further approval, provided that all such funds shall be used solely for purposes of funding the costs associated with project activities occurring within designated parcels of the Greylock Glen.

SECTION 3. 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 30 To transact any other business that may legally come before said meeting.

Motion made by Member Corrigan to RECOMMEND that the Town votes to accept Articles 1, 2, 6, 11, 12, 14, 15, 16, 17, 19, 20, 21, 22, 26, and 30 as written, second by Member Tomkowicz, vote: unanimous. Motion passed.

The held articles were reviewed and voted on individually.

Article 4: Vice Chairman Cowie inquired why the Board of Selectmen feels the change was necessary. It was explained that this request came from the Town Clerk due to problems filling the positions and this would make it easier since low numbers of volunteers, and low-paid elected positions make them difficult to fill. It was also noted that the Town had in the past inadvertently and mistakenly elected someone into a fence viewer position. It was explained that this would go into effect next year. It was noted that this was one of many reasons the Town may want to look at the charter process. ***Motion made by Member Johnson to RECOMMEND that the Town vote to accept Article 4 as written, second by Member Tomkowicz. Vote: unanimous. Motion passed.***

Article 5: There was no discussion on Article 5. ***Motion made by Member Tomkowicz to RECOMMEND that the Town vote to accept Article 5 as written, second by Member Johnson. Vote: unanimous. Motion passed.***

Article 7: Member Corrigan expressed concern about a \$76,000 shortfall for the transfer station. He noted that in Fiscal Year 2019 the Town only had \$76,000 in the budget and the same amount for Fiscal Year 2020. He explained that this shortfall cannot be taken out of the Reserve Fund because it is known to be a shortfall and is not an unexpected expense. It was explained that the numbers he was referring to were estimated in March and have changed since then. Additionally, the Town has instilled enforcement which have created revenues going up and expenses going down due to people not using the Transfer Station illegally. The potential creation of a Veterans Work Off Program was explained to support the one attendant. The addition of Thursday nights was noted as having reduced traffic on Saturdays, where there is a crunch period that can use two people. It was explained that the Town needs one good solid year of looking at this before making changes and may have to look at the permit fee. It was pointed out that the last Town Administrator promised the Transfer Station would be revenue neutral and reviewed after one year, but it is not revenue neutral. It was explained that the Transfer Station is operating well right now according to the Town Accountant, and a DPW Director, once hired, would be able to look into this at length. A request was made by the Finance Committee to run updated numbers and to provide them before Town Meeting. It was explained that the Transfer Station went fully into effect on July 1st of last year, and the last Town Administrator advised the Transfer Station would be revenue neutral with a \$100 sticker but the permit fee is currently at \$50. Discussion took place about consolidation with a local community to save the Town of Adams \$57,000. It was explained that there are many ways to look at this, including what the Town offers to homeowners to stay in Adams. ***Member Corrigan*** suggested the Town offer same service for less money and have North Adams run it. It was explained that it is already regionalized through Northern Berkshire Solid Waste Management District, which gives a bargaining opportunity for low cost recycling removal. This is in the early stages of determining whether this is efficient and a service the Town wants to continue to offer. ***Motion made by Member Tomkowicz to RECOMMEND that the Town vote to accept Article 7 as written, second by Vice Chairman Cowie. Vote: unanimous. Motion passed.***

Article 8 – No discussion took place regarding this article. *Motion made by Member Johnson to RECOMMEND that the Town vote to accept Article 8 as written, second by Vice Chairman Cowie. Vote: unanimous. Motion passed.*

Article 9 – *Vice Chairman Cowie* inquired about the this article showing the second part of a full server upgrade and whether last year was the software and this year the server. It was explained that in Article 8 there was \$29,000 outlined plus this \$34,000 to create the first and second parts. A brief history of Fiscal Year 2019 purchases for upgrades was given. Timing issues were explained and it was noted that the Information Technology Manager is part time, and funds won't overrun but it is just slow to implement. *Motion made by Member Tomkowicz to RECOMMEND that the Town vote to accept Article 9 as written, second by Member Corrigan. Vote: unanimous. Motion passed.*

Article 10: *Vice Chairman Cowie* inquired what Business Manager Snyder did in the error, and it was explained as an error made due to a change of format last year that affected the allocation. It was pointed out that this is the correct number. The way the error occurred was detailed, and it was explained that the problem was solved. It was explained that Cheshire and Adams Town Administrators and the School District personnel met and considered five options to resolve this. A suggestion was made by a Finance Committee Member to solve the whole problem by putting an article on this warrant for \$50,000, and not to come to the Finance Committee for a Reserve Fund Transfer as this is a foreseen shortfall, and not an unforeseen item. It was explained that when this error was discovered the Fiscal Year 2020 budget was already set. The total amount of \$50,000 would be broken up over four or five years and taken care of it over time to minimize the impact on the Town and it is not intended to be a Reserve Fund transfer. Finance Committee Members pointed out that the School District has over a million dollars in expenditures not used from building maintenance funds that the Town had provided. Details on the invoices received for actual work done were provided and it was noted that the total amounted to only \$120,000. Further discussion took place on whether day to day items were included and if there was a total of \$75,000 left available. A request was made by Vice Chairman Cowie for all of the figures and for Business Manager Snyder to explain why she didn't provide the figures first. He expressed concern about money going into Excess & Defficiency from the building maintence money and then having it transferred to use instead at the District's discretion instead of its intent. It was explained that details can be requested for anything over the minimum assessment can but not for anything below the minimum assessment. It was explained that the School District did state all of the money for maintenance would be spent and Chairman Burdick will be asked for that information. *Board of Selectmen Chair Hoyt* explained that the School Committee put in place a Building Maintenance Sub-Committee, of which she is a member, to put out maintenance projec. She noted that projects done included flooring and roof work. She advised that the School District is providing information on how much maintenance money is being spent on the school buildings. Finance Committee Members advised the big problem was from 2012, 2013, and 2014 and as the School District holds those buildings in trust for the community they are abusing that trust. *Motion made by Member Tomkowicz to RECOMMEND that the Town vote to accept Article 10 as written, second by Member Corrigan. Voted in opposition was Vice Chairman Cowie. Voted in favor were Members Corrigan, Demastrie, Foster, Tomkowicz, Johnson, Lesure, and Parrott. Motion passed.*

Article 13: *Vice Chairman Cowie* inquired about \$40,000 for the Vactor Truck being the only item that was transferred from the Reserve Fund. It was explained that as of Thursday afternoon the engineer monitoring the Town Hall Roof Project brought forth some change orders, which are coming forward pending approval by the Board of Selectmen meeting tomorrow. The Town would transfer the balance of the reserve fund after any transfers, whatever amount that may be, to the stabilization fund. \$520,576 in stabilization now. ***Motion made by Member Parrott to RECOMMEND that the Town vote to accept Article 13 as written, second by Member Johnson. Vote: unanimous. Motion passed.***

Article 18: There was no discussion on this article. ***Motion made by Member Tomkowicz to RECOMMEND that the Town vote to accept Article 18 as written, second by Member Johnson. Vote: unanimous. Motion passed.***

Article 23: An inquiry was made about the position of Senior Planner and the job was clarified. Finance Committee Members were encouraged to sit down with Mr. Towle to see what he is working on and ask questions. Examples of Senior Planner tasks of aiding small businesses going through planning and zoning, emergency management coordination and training were given. It was noted that there should be one person to shepherd people through the new business process and that is the value of the position. An inquiry was made about the amount of \$25,000 to rehabilitate the Town Common and then an additional \$127,000 in Article 27 plus putting in an additional \$152,050. The amounts and how the grant process works was clarified. It was clarified that the Town has to appropriate the entire amount by law even though it is not for the physical amount and the Town Accountant would be using a variety of funds for this, including \$85,000 Capital Outlay to rehabilitate the Town Common plus \$17,500 from Community Development. Additional amounts were detailed and it was noted that if the Town does not receive the grant funds only a modest upgrade of Town Common would be done. A full explanation of the amounts in the warrant articles and why they must be written this way by law was given. Article 23 is only the Economic Development Fund and a full outline of what each article deals with, and how the funds make up the whole picture was provided. ***Motion made by Member Tomkowicz to RECOMMEND that the Town vote to accept Article 23 as written, second by Vice Chairman Cowie. Voted in opposition were Members Johnson and Corrigan. Voted in favor were Vice Chairman Cowie and Members Demastrie, Foster, Tomkowicz, Lesure, and Parrott. Motion passed.***

Article 24: It was clarified that this business creates Tiny Houses. A brief background of the company and the agreement was given, and reporting requirements were discussed. It was noted that this business agreed to provide 16 full time jobs and may exceed it. Cyclical employment trends were noted. ***Motion made by Vice Chairman Cowie to RECOMMEND that the Town vote to accept Article 24 as written, second by Member Corrigan. Vote: unanimous. Motion passed.***

Article 25: Clarification was provided that this aread is from the Post Office to the Bridge, and nothing else, and work will commence in 2020. Chapter 90 will pay \$500,000, but the cost of he complete reconstruction is \$7.5 Million. It was noted that if the Town did not invest the engineering funds this amount of money would not have been received. Work is ongoing on the 40R program and the Town is anticipating a fall date for Special Town Meeting. ***Motion made by Member Johnson to RECOMMEND that the Town vote to accept Article 25 as written, second by Member Tomkowicz. Vote: unanimous. Motion passed.***

Article 27: It was noted that this article was clarified in a previous discussion. *Motion made by Vice Chairman Cowie to RECOMMEND that the Town vote to accept Article 27 as written, second by Member Johnson. Vote: unanimous. Motion passed.*

Article 28: An inquiry was made whether the change of designation would be desired if the Town doesn't get the grant. It was noted that the designation would be helpful for other grant opportunities. *Motion made by Vice Chairman Cowie to RECOMMEND that the Town vote to accept Article 28 as written, second by Member Johnson. Voted in opposition was Member Corrigan. Voted in favor were Vice Chairman Cowie and Members Demastrie, Foster, Tomkowicz, Lesure, Johnson, and Parrott. Motion passed.*

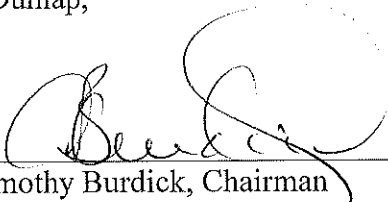
Article 29: The legal status of this commission was clarified as being like an "Authority". Concern was expressed that the Finance Committee would not have any authority over them and cannot look at their books. It was noted that this is being modeled after MoCA by Attorney Dubendorf, and was the structure recommended and designed to attract private money to the Greylock Glen. It was noted that the Town is not relinquishing any authority over the Greylock Glen. It was outlined that the Town has not gotten to the level of determining who would be seated on the Commission yet, as the Commission has not yet been established or discussed, and this article provides a mechanism to be in place. Who would be the governing authority over this Commission was briefly discussed, and would be a mixture of both private and public individuals. Infrastructure of water, streets, and sewer were inquired about and it was noted that there are a variety of options that the engineers are looking at. The options reviewed and what has taken place to date was outlined. It was clarified that the Water District Superintendent advised there is adequate water supply, and communication issues were addressed. It was explained that the sewer system and lines are in. *Motion made by Vice Chairman Cowie to RECOMMEND that the Town vote to accept Article 29 as written, second by Member Parrott. Vote: unanimous. Motion passed.*

Charter review was discussed and Town Counsel was asked to look at the proper steps to take. It was noted that the Finance Committee asked for a Town Charter change regarding the membership number of finance committee. Brief discussion took place regarding the amount of \$15,000 for the Youth Center summer program and it was noted that it subsidizes Adams youth in the program. Maintenance of the building and grounds at the Youth Center building were briefly touched on. The Youth Center will be leaving the building on September 1st and there are ideas being investigated to get the property back on the tax rolls. It was announced that a Finance Committee reorganization will take place at the next meeting and Chairman Burdick will not reseek the position of Chair.

ADJOURNMENT:

Motion made by Member Cowie to adjourn, second by Member Tomkowicz. Vote: unanimous. Motion passed. Meeting adjourned at 8:06 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary



Timothy Burdick, Chairman