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FINANCE COMMITTEE

TOWN HALL BUILDING
8 PARK STREET
CLERK

**FINANCE COMMITTEE MINUTES, 10/12/17, 6:00 p.m.
ADAMS TOWN HALL, 1ST FL. BOARD OF SELECTMEN MEETING ROOM**

Call to Order: Meeting was called to order by Chairman Burdick at 6:00 p.m. Members Parrott, Kleiner, Corrigan, Demastrie, Smigel, Giroux, Tomkowicz and Cowie were present as well as Town Administrator Tony Mazzucco.

Approval of Minutes: Motion made by Member Parrott, to approve minutes May 15, 2017, May 25, 2017 and July 11, 2017, second by Member Corrigan. Voted in favor were Chairman Burdick, and Members Parrott, Kleiner, Corrigan, Demastrie, Smigel, Giroux, Tomkowicz, abstention by Member Cowie for July 11th. Motion carried.

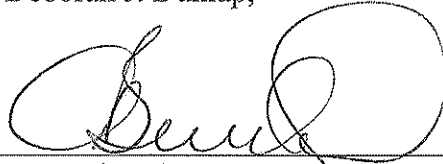
Reserve Fund Transfer Requests: *Town Administrator Mazzucco* advised this would close out the funds needed to go forward for the C.T. Plunkett Boiler Roof. He gave a brief overview of the process and the project. There were two bids and the lower bidder eliminated themselves from the bid. If approved, the notice of award will be issued on Monday and go forward. A local contractor will do the project. The back stairs for the gym are structurally fine but will be torn down and a steel staircase constructed. The School District has retained previously allocated maintenance funds. The chimney will be taken down and recapped and the portico and brick repointing will be finished. A suggestion was made to take the maintenance responsibility away from the School District because the repairs have not been made historically. It was noted that the School District does not have necessary maintenance staff. The Town is putting a quarter of a million dollars into their maintenance and taking care of the handicap accessibility lift. **Motion made by Member Tomkowicz, second by Member Cowie to approve the reserve fund transfer. Vote: unanimous.**

DLS Report Follow-up: *Town Administrator Mazzucco* put together a spreadsheet assigning item responsibility from the DLS Report. He noted he wants to reduce the Finance Committee to nine members because he has difficulty in both getting Members together and for training. He expressed fifteen is a cumbersome number, is rare in Massachusetts and there is a challenge providing staff support to fifteen people. The Moderator appoints the Members and interested parties apply for the position. He expressed that there is no reason Adams needs a fifteen member committee when other towns do it with five, and this Finance Committee did not avoid the problems the Town has faced. *Committee Members* expressed disagreement with the reference to there being difficulty in working with the Finance Committee, and noted they are the conscience of the Town. A recommendation was made to set a preferred number of Finance Committee Members and to get there through attrition, but a Special Town Meeting would have to initiate a bylaw to change the number of Finance Committee Members. A smaller size of the Board would reduce the representation of the Town, and each precinct currently has representation. A smaller board would leave some areas unrepresented.

Discussion ensued regarding the best candidates versus precinct representation. *Town Administrator Mazzucco* recommended a Member step reduction over a few years, and recommended going to thirteen Members in the next Special Town Meeting. Mandated training was discussed and job descriptions will be created for the expectation of the Finance Committee Members. The process of appointing Committee Members will include required training and an expectation of attendance. The purpose of the joint Board of Selectmen and Finance Committee meetings was reviewed for budget information. *Committee Members* noted that there has never been a problem getting a quorum, and the Finance Committee should take more oversight over the budget than has been done. The budget process was reviewed and a suggestion was made to have the Finance Committee schedule a workshop meeting after the budget is presented to raise questions to the individual Department Heads. It was pointed out that each Finance Committee Member has an area of expertise and a smaller Committee would reduce the number of people asking questions. A request was made for the Finance Committee to tour the town buildings and departments as a body to know each area better to know what is being voted on. The School District communicates only with the Chairman of the Board, and not individual Finance Committee Members. Members advised that last minute changes in the budget are difficult to follow and expressed concern because they are not able to ask more in depth questions of the budget that are needed. Joint meetings were noted as diluting the ability to participate. In the past Departments were called back to meetings to answer questions. Town Administrator Mazzucco advised the schedule can be moved back some but cannot be changed because numbers are not available until February. A question was raised about the possibility of the Finance Committee being involved in contracts but statute and charter do not allow for Finance Committee Members to be involved in contract negotiations. Staff layoffs were discussed and state aid is questionable. Wastewater costs will increase due to permit requirements. Chapter 90 funds and their parameters were discussed and Members expressed a desire to be informed about what Chapter 90 funds are being spent on. It was pointed out that having fifteen people on the finance committee was not the reason that accounts are dwindling but the way the budget was looked at is different. *Moderator Myra Wilk* inquired what the process was to remove not-participating members and whether a practice may be put in place to have active members. Members that expire in 2017 were asked to notify her of their intent to stay on the Finance Committee and if attendance is lower than thirteen regularly than it could be revisited in a year to put it into a bylaw. Motion made by Member Tomkowicz to reduce the Finance Committee to thirteen Members, second by Member Parrott. Voted in favor were Chairman Burdick and Members Parrott, Demastrie, Smigel, Giroux, Tomkowicz and Cowie. Voted in opposition were Members Kleiner and Corrigan. Motion carried. Town Administrator Mazzucco will draft the bylaw wording and Member Tomkowicz will work with him to create job descriptions to include roles, responsibilities, and expectations. Once the job description is completed it will be put on social media and given out to interested parties. Finance Committee Members are not allowed to serve on other Boards. A Budget Sub-Committee was recommended to look at changing the system for the future. Vice Chair Cowie and Member Corrigan volunteered to be on the Budget Sub-Committee. The Town Administrator will provide the net property sales amount for the Committee. A list of projects from the school over the last five years was requested and Members were not given adequate information. Chairman Burdick will request this information from the School Committee.

Adjournment: Motion made by Member Cowie to adjourn the meeting, second by Member Parrott. Vote: unanimous. *The meeting adjourned at 7:03 p.m.*

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary

A handwritten signature in cursive script, appearing to read 'Timothy Burdick', is written over a horizontal line.

Timothy Burdick, Chairman