



TOWN OF ADAMS

FINANCE COMMITTEE

TUESDAY, March 22, 2016 – 6:00 PM

ADAMS VISITORS CENTER, 3 Hoosac Street, 1st FLOOR, ADAMS, MA 01220

On the above date the *Finance Committee* and the *Board of Selectmen* held a joint workshop at the Adams Visitors Center at 6:00 p.m.

Chairman Timothy Burdick presided the *Finance Committee* meeting. Present were **Vice Chairman Leon Parrott** and **Members Jeffrey Lefebvre, John Cowie, Sandra Kleiner, Paul Demastrie, Charles Foster, Mark Chittenden, Rachel Tomkowicz, Joan Smigel, Craig Corrigan, Brian Johnson, and David Allen.** *Members Amy Giroux and Matthew Pitoniak were absent.*

Vice Chairman Jeffrey Snoonian presided the *Board of Selectmen* meeting. Present were, **Members Joseph Nowak, Arthur Harrington and John Duval.** Chairman Blanchard arrived at 6:15 p.m. Also in attendance were **Town Administrator, Tony Mazzucco, Council on Aging Director, Erica Girgenti, and Interim DPW Director, David Nuvalle.**

The Finance Committee Workshop was called to order by Chairman Burdick at 6:03 p.m.
The Select Board Workshop was called to order by Vice Chairman Snoonian at 6:03 p.m.

OFFICIAL BUSINESS DISCUSSION

Town Administrator Mazzucco introduced *Council on Aging Director, Erica Girgenti*, who gave a presentation to the Boards regarding the Council on Aging Fiscal Year 2017 Budget.

Council on Aging Budget

Director Girgenti gave a brief overview of statistic changes from 2014 to 2015 indicating a 25% increase. She reviewed the 2015 programs that had taken place, including monthly Board of Health seminars and new programs to support elders with inter-generational programming.

Volunteer Services

Volunteers and Senior Aides have saved the Town money for services for work hours. A grant from the Office of Elder Services helps to provide Outreach, transportation and wellness programs. In-Kind donations were also discussed, and provided free WiFi, a dinner and work from Adams Specialty Printing. The total savings from these sources is estimated at around \$142,500.

Operations Budget

The *Operations Budget* was reviewed, and there was a 16% savings reported due to the formula for grant funding. Gasoline prices are cheaper, so the budget line was able to be cut.

Personnel Budget

The *Personnel Budget* was reduced due to the reduction of a full-time Van Driver, which will be replaced with two part-time Van Drivers and may open the possibility of having Sunday van service. \$6,000 was requested for seasonal help. Elder Services is providing some seniors, which the Library has been utilizing.



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Questions were asked by members of both boards. Seniors aged 65 to 69 utilize the most services. Daily between 20 to 55 seniors come in, depending on programming. About 20 are served for lunch, 15 for exercise classes, and seniors also use the office in the afternoon. BRTA vans cannot be used for tourist, or taxi purposes. There is a senior tax program through the Assessor's Office, as well.

Department of Public Works Budget

Interim DPW Director, David Nuvalle gave a presentation about the budget for the *Department of Public Works* and an overview of all the things the DPW does. He listed the miscellaneous budgets that are lumped under the Department of Public Works.

Personnel Budget

DPW *Labor Administration* and *Highway* costs were reduced due to the elimination of the Deputy DPW Director position and a recent retirement. The overtime budget was flat funded.

Building, Tree Warden and Pest Control Budgets

The *Registry of Deeds* showed a \$2,500 increase due to boiler issues. The *Adams Memorial School* and the *Visitors Center* both decreased budget costs due to a reduction in natural gas costs and the elimination of the *Tourism* budget. The *Tree Warden* and *Pest Control* budgets were cut by \$1,500, which offset some of the DPW Administrative cost increases. The Emerald Ash Borer has been observed in nearby communities and getting boxes to eliminate the pest could be investigated.

Road Maintenance

The cost of hot patching pavement was discussed, and a plan to use less and be strategic with its use. *Salt, Snow and Ice* budget lines will be level funded because the season is unpredictable. A list of Chapter 90 projects is being comprised and will include the engineering of the south end of Route 8 toward Cheshire. A sub-committee will potentially create a fiscal policy for managing the Chapter 90 funds. The cost of having a trailer and hot box to keep hot asphalt from hardening was reviewed.

Flood Control and Stormwater Management

Flood Control was also noted as being level funded. *Stormwater Management* was also discussed, and *Berkshire Regional Planning Commission* is working with the Town on the Stormwater Management Plan. Next year, \$20,000 to \$30,000 is recommended to be put into the Stormwater Management.

Fleet Maintenance

Fleet replacement was reviewed, \$100,000 per year was recommended to replace one vehicle every couple years. Staffing numbers were compared with number of vehicles and some of the vehicles are secondary vehicles that are used when other vehicles are being repaired or otherwise out of service.



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Recycling Center

The Recycling Center was talked about in length. There is a small increase for annual and monitoring reports. Research is being done for ways to offset costs, like regionalizing with North Adams, or closing the Recycling Center. Approximately 100 to 200 people per weekend utilize the Center. A shed being built on a concrete slab for the attendant would be helpful, and having an outhouse and handwashing station would be best. Electric cost is a concern. Consideration is being given for a pay-per-bag system, and startup costs and a cost for a compactor are being evaluated. Leaf removal options were discussed to make removal economical.

Wastewater Treatment Plant

The cost of chemicals increased significantly, and due to regulations the Town must either provide approximately \$30,000 for chemicals or upgrade the plant at a cost in the millions of dollars. The Reserve Fund is being utilized to request a clarifier which is now required, among other new requirements.

Cemeteries, Parks & Grounds

Walk-behind mowers are starting to incur costs and will need to be cycled out. The costs do not cover the Capital Outlay, paving or taking down trees. Capital expenses are decreased by around \$11,000. The Youth Center took over Recreation and the pros and cons of continuing to fund it were discussed.

Capital Projects

Unresolved Capital Projects were given an overview, and included Stormwater Management, preventative maintenance on sewer lines, road maintenance and construction that were not Chapter 90 projects, and the Jordan Street culvert.

Services Provided

The ongoing relationships with the Berkshire Sheriff's Office, the Trial Court and McCann Technical School have helped to curb costs with provided services.

ADJOURNMENT

Motion made to adjourn by Member Cowie

Second by Member Foster

Unanimous Vote

Motion passed

The Finance Committee Meeting adjourned at 7:46 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary

Timothy Burdick, Chairman